
CATALOG OF ACTIVITIES • 2000-2001



EMERGENCY MANAGEMENT INSTITUTE

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Federal Emergency Management Agency

Washington, D.C. 20472

Because a well-trained staff is such an important factor in being prepared to respond to disasters and emergencies, I have made the Emergency Management Institute (EMI) the centerpiece of FEMA's Preparedness, Training, and Exercises Directorate.

For many years, EMI has provided high-quality training programs to emergency management professionals and other key personnel across the Nation. Our work with institutions of higher learning continues to help ensure that college and university emergency management degree programs will be available in every State to enhance the professionalism of emergency management personnel. In 1994, only three colleges offered degrees in emergency management. Today, largely as a result of the FEMA Higher Education Project, more than 43 colleges and universities offer degrees in or related to emergency management. These range from 2-year degrees to Ph.D. programs. Another 23 institutions offer certificates, diplomas, or minors in emergency management.

EMI staff work hard to find ways to share our great storehouse of emergency management knowledge. I am especially proud of FEMA's Emergency Education Network (EENET), our satellite television broadcasting system. Over the past 5 years, we have re-invented EENET and taken it from a small, expensive activity that broadcasted only a handful of programs each year to a very cost-effective distance learning system that transmits high-quality television programs to hundreds of thousands of viewers across the Nation every week.

This catalog describes a wide variety of FEMA training activities including resident courses, independent study courses, and courses we deliver in the field in partnership with State offices of emergency management. I urge you to examine it closely and take advantage of the many opportunities it describes.

If you want to learn more about the FEMA Higher Education Project, EENET, or other FEMA training activities not included in this catalog, check out the FEMA training Web page at **www.fema.gov/EMI/** or write to the Superintendent, Emergency Management Institute, 16825 South Seton Avenue, Emmitsburg, Maryland, 21727.

Remember that being a lifelong learner yields benefits far beyond the actual information you gain in a particular course.

Kay C. Goss, CEM®
Associate Director for Preparedness,
Training and Exercises

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Acronyms

ACE	American Council on Education
ACT FAST	Agent Characterization and Toxicity First Aid and Special Treatment
APS	Applied Practices Series
ARES	Amateur Radio Emergency Services
ARIO	Advanced Radiation Incident Operations
BC	Benefit-Cost
CBI	Computer-Based Instruction
CBT	Computer-Based Training
CDC	Centers for Disease Control and Prevention
CD-I	Compact Disk-Interactive
CEC	Comprehensive Exercise Curriculum
CEM	Comprehensive Emergency Management and Certified Emergency Manager
CEO	Chief Executive Officer
CERT	Community Emergency Response Team
CEU	Continuing Education Units
COE	Corps of Engineers
COG	Continuity of Government
CFR	Code of Federal Regulations
COOP	Continuity of Operations
CRS	Community Rating System
CSDP	Chemical Stockpile Disposal Program
CSEPP	Chemical Stockpile Emergency Preparedness Program
CTC	Conference and Training Center
DAE	Disaster Assistance Employee
DCPA	Defense Civil Preparedness Agency
DFIRM	Digital Flood Insurance Rate Map
DFO	Disaster Field Office
DFTO	Disaster Field Training Organization
DH	Disaster Housing
DMW	Donations Management Workshop
DOE	Department of Energy
DOJ	Department of Justice
DRC	Disaster Recovery Center
DRO	Disaster Recovery Operations
EAS	Emergency Alert System
EENET	Emergency Education NETwork
EEO	Equal Employment Opportunity
EMI	Emergency Management Institute
EMOC	Emergency Management Operations Course
EMS	Emergency Medical Services
EMT	Emergency Management Training
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EST	Eastern Standard Time
FBI	Federal Bureau of Investigations
FCRRT	Fundamentals Course for Radiological Response Teams
FCRM	Fundamentals Course for Radiological Monitors
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance
FPA	Federal Preparedness Agency
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
G	Graduate Program
GCO	Grant Coordinating Officers

GIS	Geographic Information Systems
GSA	General Services Administration
HAZUS	Hazards U.S.
HMGP	Hazard Mitigation Grant Program
HMA	Hazardous Materials Accidents
HS	Human Services
HUD	Department of Housing and Urban Development
IAEM	International Association of Emergency Managers
ICS	Incident Command System
ICS/EOC	Incident Command System/Emergency Operations Center
IEMC	Integrated Emergency Management Course
IEMS	Integrated Emergency Management System
IFGP	Individual and Family Grant Program
IS	Independent Study
JIC	Joint Information Center
JIS	Joint Information System
LD	Lower Division and Limited Data
LEP	Leadership Excellence Program
LEPC	Local Emergency Planning Committee
LRC	Learning Resource Center
MBDSI	Multi-Hazard Building Design Summer Institute
MEP	Master Exercise Practitioner
MMS	Mitigation Management Series
MTP	Master Trainer Program
MWEAC	Mount Weather Emergency Assistance Center
NAWAS	National Warning System
NBC	Nuclear, Biological, and Chemical
NDER	National Defense Executive Reserve
NEHRP	National Earthquake Hazards Reduction Program
NEMIS	National Emergency Management Information System
NEP	National Earthquake Loss Reduction Program
NEPA	National Environmental Policy Act
NETC	National Emergency Training Center
NFA	National Fire Academy
NFDC	National Fire Data Center
NFIP	National Flood Insurance Program
NHPA	National Historic Preservation Act
NIIMS	National Interagency Incident Management System
NTIS	National Technical Information Service
NUREG	Nuclear Regulatory Guide
NWS	National Weather Service
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PDS	Professional Development Series
PIO	Public Information Officer
POC	Public Officials Conference
POV	Privately Owned Vehicle
PPA	Performance Partnership Agreement
PPE	Personal Protective Equipment
PTA	Parent-Teacher Association
RAA	Radiological Accident Assessment
RAAC	Radiological Accident Assessment Concepts
RACES	Radio Amateur Civil Emergency Services
REP	Radiological Emergency Preparedness
RERO	Radiological Emergency Response Operations
SARA	Superfund Amendments and Reauthorization Act of 1986
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SLE	State and Local Exercise
SLG	State and Local Guide

SOP	Standard Operating Procedures
TD	Technical Document
TEEM	Training Excellence Emergency Management
TTT	Train-the-Trainer
UD	Upper Division
URL	Universal Resources Locator
USCG	U.S. Coast Guard
USFA	United States Fire Administration
VISTA	Volunteers in Service to America
VOAD	Voluntary Organizations Active in Disasters
WEM	Workshop: Emergency Management
WMD	Weapons of Mass Destruction
WWW	World Wide Web

Federal Emergency Management Agency

There will always be emergencies. Planning for them, mitigating their impact, responding to them, and recovering from them are responsibilities shared by Federal, State, and local governments and the private sector. While the capability to meet any emergency must be based essentially at the local level where disasters strike, State and Federal governments provide guidance and support during all phases of the emergency management process.

Through training, programmatic and technical guidance, coordination with other Federal agencies and the private sector, and the provision of financial and technical support, the Federal Emergency Management Agency (FEMA) provides vital support for an effective national emergency management system. This system spans the full spectrum of emergencies from natural to nuclear disasters, and it extends through all levels of government and the private sector.

Representative FEMA activities are listed below.

- Supporting State and local governments in a wide range of disaster planning, preparedness, mitigation, response, and recovery efforts.
- Coordinating Federal aid for presidentially-declared disasters and emergencies.
- Developing practical application of research to lessen the damaging effects of emergencies and disasters.
- Coordinating civil emergency preparedness for peacetime radiological accidents (including those at nuclear power plants), hazardous materials incidents, and terrorism events involving nuclear devices.
- Providing training, education, and exercises to enhance the professional and technical development of Federal, State, and local emergency managers and fire service officers.
- Reducing the Nation's losses from fire.
- Administering the insurance aspects, the flood-loss reduction program, and the risk assessment activities of the National Flood Insurance Program.
- Implementing comprehensive programs for earthquakes, hurricanes, and dam safety.
- Providing leadership for the National Earthquake Loss Reduction Program (NEP).
- Chairing the Emergency Food and Shelter National Board.
- Developing community awareness programs for weather emergencies and home safety.
- Planning for hazardous materials emergencies, including the development of Chemical Stockpile Emergency Preparedness Programs.
- Coordinating emergency management preparedness.
- Planning to ensure continuity of government and mobilization of resources during national security emergencies.
- Providing a catalyst for developing disaster-resistant communities through its Project Impact.

Further information about FEMA is available on the Internet at:

<http://www.fema.gov>

Board of Visitors

The Board of Visitors plays an important role in enhancing the academic stature of the Emergency Management Institute (EMI). Authority for the Board comes from the Federal Advisory Committee Act (5 U.S.C.) Appendix 1, Executive Order 12024, GSA Regulation 41 CFR 101.6 and appropriate FEMA regulations found at 44 CFR Part 12. Functions of the Board are:

- to examine the Institute's programs to determine whether these programs further the basic mission of the Institute; and
- to discuss other appropriate subject areas that are related to the effectiveness of the delivery of the Institute's programs.

The Board's charter is to make comments and recommendations regarding the operations of the Institute and any improvements it deems appropriate. The Board provides an annual report to the Associate Director for Preparedness, Training, and Exercises and to the Director of FEMA.

Members of the Board are professionals in the fields of emergency management, education, and public administration from the public and private sectors. Members are selected to provide a balanced representation of interests and for the perspective they can contribute to enhancing the Board's effectiveness.

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Overview

The National Emergency Training Center (NETC) in Emmitsburg, Maryland, offers the finest in educational resources. The 107-acre campus is shared by the Emergency Management Institute (EMI), the National Fire Academy (NFA), and the United States Fire Administration (USFA). The campus is located 12 miles south of Gettysburg, Pennsylvania, 75 miles north of Washington, DC, and 60 miles northwest of Baltimore, Maryland.

Teaching facilities include large classrooms and lecture areas, an operations area for emergency response and recovery simulations, breakout rooms, a Learning Resource Center, and a television studio and a computer laboratory that are integral to the instruction of many courses.

Residence halls and classrooms are modern, well-equipped, and air-conditioned. The 5 residence halls can accommodate 474 participants. The large, tree-shaded campus provides a setting conducive to study, relaxation, and reflection.

The facility also includes a dining hall, a modern student center with color television, card tables, billiards and table tennis, a student word processing center, a waterside log cabin for cookouts, tennis courts, an indoor pool, a gymnasium with a running track, a workout room with exercise equipment, team sport areas, jogging trails, and a convenience store (O'Leary's). You may check out tennis, golf, softball, basketball, and volleyball equipment; bicycles and helmets; and fishing poles and tackle boxes.

Nearby points of interest include National and State parks, historic Gettysburg, and outdoor recreational areas featuring golf, swimming, and skiing.

EMERGENCY MANAGEMENT INSTITUTE

Through its courses and programs, EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of Federal, State, and local government officials, volunteer organizations, and the public and private sectors to minimize the impact of disasters on the American public. EMI curricula are structured to meet the needs of this diverse audience with an emphasis on how the various elements work together in emergencies to save lives and protect property.

Instruction focuses on the four phases of emergency management: mitigation, preparedness, response, and recovery. EMI develops courses and administers resident and non-resident training programs in areas such as natural hazards (earthquakes, hurricanes, floods), technical hazards (hazardous materials, radiological protection, chemical stockpile emergency preparedness), professional development, leadership, instructional methodology, exercise design and evaluation, information technology, public information, integrated emergency management, and train-the-trainer. A significant portion of the training is conducted by State emergency management agencies under cooperative agreement with FEMA. The addresses and phone numbers for State and regional offices are listed at the back of this catalog.

Approximately 5,500 participants attend resident courses each year while 100,000 individuals participate in non-resident programs sponsored by EMI and conducted by State emergency management agencies under cooperative agreements with FEMA. Another 150,000 individuals participate in EMI-supported exercises, and approximately 1,000 individuals participate in the Chemical Stockpile Emergency Preparedness Program (CSEPP). Additionally, hundreds of thousands of individuals use EMI distance learning programs such as the Independent Study Program and the Emergency Education NETwork (EENET) in their home communities. Visit the EMI Web site at:

<http://www.fema.gov/EMI/>

NON-RESIDENT COURSES—COURSES OFFERED BY STATES

Not all of the courses listed in the non-resident section of this catalog are offered in each State every year. Contact the appropriate State office of emergency management to obtain dates of course offerings and other information on training activities.

MASTER TRAINER PROGRAM (MTP)

The MTP consists of seven resident courses and a practicum that have been designed to develop or improve skills of emergency management trainers. Upon completion of the MTP, emergency management professionals will possess the skills and abilities to analyze performance shortfalls and design, develop, deliver, and evaluate performance-based training for adult learners.

The MTP curriculum consists of the following courses:

E601	<i>Management and Supervision of Training</i> (description on page 51)
E602	<i>Performance and Needs Assessment</i> (description on page 51)
E603	<i>Instructional Design</i> (description on page 52)
E604	<i>Course Development</i> (description on page 52)
E605	<i>Instructional Delivery</i> (description on page 53)
K606	<i>Evaluation of Training</i> (description on page 53)
E607	<i>Master Trainer Practicum</i> (description on page 54)
E608	<i>Alternate Delivery Methods</i> (description on page 54)

The last course (E608) is optional for those accepted into the MTP before January 15, 2001. It will be a required course for those accepted after this date.

More information is given in the resident Professional Development Curriculum section of the catalog.

MASTER EXERCISE PRACTITIONER (MEP) PROGRAM

The overall goal of the MEP program is to establish a level of professional achievement and recognition for persons charged with administering and conducting emergency management exercise programs and activities.

The award of the MEP title is a means of recognizing individuals who have completed the Comprehensive Exercise Curriculum (CEC) and have demonstrated, through hands-on application of knowledge and skills in proficiency demonstrations, a high level of professionalism and capability in the arena of emergency management exercises.

Individuals who wish to earn the MEP title must enroll in the G138 *Exercise Practicum* in order to complete the specific exercise proficiency demonstrations.

The CEC is comprised of the following:

IS-120	<i>An Orientation to Community Disaster Exercises</i> (Independent Study) (description on page 118)
G120	<i>Exercise Design</i> (description on page 110)
G130	<i>Exercise Evaluation</i> (description on page 110)
G135	<i>Exercise Control/Simulation</i> (description on page 111)
E136	<i>Exercise Development</i> (EMI Resident) (description on page 71)
G137	<i>Exercise Program Manager/Management</i> (description on page 111)
G138	<i>Exercise Practicum</i> (For MEP Candidates Only) (description on page 112)
G250.8	<i>Exercise Controller/Simulator WEM</i> (description on page 112)
G250.9	<i>Exercise Evaluator WEM</i> (description on page 112)

More information is given in the Non-Resident Simulation and Exercise Curriculum section of the catalog.

PROFESSIONAL DEVELOPMENT SERIES

Professional Development Certificate of Completion

Those who complete *all* Professional Development Series (PDS) courses are eligible to receive a PDS certificate of completion.

Requests for the certificate must be sent first to the State director of emergency management for verification, then through FEMA regional offices to the Superintendent of EMI for consideration. Such requests should include the date and place of each PDS course attended, together with the name of the course manager.

- G230** *Principles of Emergency Management* (formerly *Introduction to Emergency Management*) (description on page 100)
- G235** *Emergency Planning* (description on page 85)
- G120** *Exercise Design* (description on page 110)

Basic Skills in Emergency Program Management:

- G240** *Leadership and Influence* (description on page 101)
- G241** *Decisionmaking and Problem-Solving* (description on page 101)
- G242** *Effective Communication* (description on page 101)
- G244** *Developing Volunteer Resources* (description on page 101)

More information is given in the Non-Resident Professional Development Curriculum section of the catalog.

APPLIED PRACTICES SERIES

The Applied Practices Series is a new series of courses that offers “how to” training for applying skills in disaster operations and enabling communities to become disaster resistant. Students who complete the six required courses plus any four of the elective courses are eligible to receive a certificate of completion.

Required Courses

- G191** *Incident Command System/Emergency Operations Center Interface* (description on page 84)
- G250.7** *Workshop: Local Situation (RAPID) Assessment and*
- G270.1** *Asking for Help* (descriptions on page 105)
- G288** *Donations Management Workshop* (description on page 106)
- G385** *Disaster Response and Recovery Operations* (description on page 108)
- G393** *Mitigation for Emergency Managers* (description on page 79)

and at least one of the following:

- G279** *Retrofitting Flood-Prone Residential Buildings* (description on page 77)
- G362** *Multi-Hazard Program for Schools* (description on page 78)
- G434** *Earthquake Program for Schools* (description on page 80)

Elective Courses (Choose 4)

Any of the last three listed not taken as a required course, and

- G137** *Exercise Program Manager/Management* (description on page 111)
- G202** *Debris Management* (description on page 104)
- G250.3** *Workshop: Disaster-Related Needs of Seniors and Persons with Disabilities* (description on page 104)
- G275** *Emergency Operations Center (EOC) Management and Operations* (description on page 106)
- G276** *Resource Management* (description on page 106)
- G361** *Flood Fight Operations* (description on page 108)
- G386** *Mass Fatalities Incident Response* (description on page 108)

MITIGATION MANAGEMENT SERIES

...provides mitigation management skills.

The ability to perform mitigation work in both the pre-disaster and post-disaster environments requires a variety of management skills. These skills may be developed through this series of courses that offers “how to” training focused on practical information. This new series emphasizes applied skills in mitigation planning and recovery.

Courses are available through your State emergency management agency training office.

Mitigation Management Series Requirements for Certificate of Achievement

Those who complete five Mitigation Management Series (MMS) required courses plus four of the elective courses and the practicum are eligible to receive an MMS certificate of completion.

Requests for the certificate of completion must be sent first to the State emergency management agency for verification. Include date and place, as well as name of course manager, for each course completed.

Who is eligible for the Mitigation Management Series (MMS)?

Any city/county or State professional in the field of mitigation may apply for these courses, which are offered by the Emergency Management Institute and/or by each State. Offerings of these courses completed prior to the new series may be credited toward the MMS certificate of completion.

Required Courses (Choose 5)

G260	<i>HMGP and FMA Grants Management</i>
G253	<i>FEMA Program Responsibilities: Coordinating Environmental and Historic Compliance</i>
G278	<i>Benefit-Cost Analysis: Entry-Level Training</i>
G279	<i>Retrofitting Flood-Prone Residential Buildings</i>
G377	<i>Regional Hazard Mitigation Planning</i>
IS-9	<i>Managing Floodplain Development</i>
IS-12	<i>Property Acquisition for Local Communities</i>
IS-393	<i>Introduction to Mitigation</i>

Elective Courses (Choose 4)

E273	<i>Managing Floodplain Development through the National Flood Insurance Program (NFIP)</i>
G362	<i>Multi-Hazard Program for Schools</i>
G393	<i>Mitigation for Emergency Managers</i>
G434	<i>Earthquake Program for Schools</i>
G436	<i>Earthquakes: A Teacher's Package for K–6 (also known as Tremor Troops)</i>
G439	<i>Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7–12</i>
IS-8	<i>Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699</i>
IS-279	<i>Retrofitting Flood-Prone Residential Buildings</i>
IS-362	<i>Multi-Hazard Program for Schools (available late 2001)</i>

Practicum

(State-level applicants must conduct two of the following; city/county applicants must conduct one of the following)

- G398.1** *Earthquake Mitigation and Recovery Exercise for Local Government Officials*
- G398.2** *Flood Mitigation and Recovery Exercise for Local Government Officials*
- G398.3** *Hurricane Mitigation and Recovery Exercise for Local Government Officials*

EMI resident courses can be substituted for field courses listed in this brochure, as long as both have the same course title. For example, E279, *Retrofitting Flood-Prone Residential Buildings*, can be substituted for G279. No other course substitutions will be permitted.

TRAIN-THE-TRAINER (TTT)

Train-the-Trainer (TTT) courses are intended for personnel who are designated by their organizations to teach a course in the field.

TTT's include a review and discussion of the instructional methodology used in a specific course, and they address, where appropriate, other content-related issues.

Before attending a TTT course, participants must have attended the field offering of the relevant course.

CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP)

Ten States are part of the CSEPP: Alabama, Arkansas, Colorado, Illinois, Indiana, Kentucky, Maryland, Oregon, Utah, and Washington.

Training materials, job aids, and the CSEPP training plan can be downloaded from the CSEPP Web site at:

<http://emc.ornl.gov>

FEMA PROGRAM OFFICE TRAINING

FEMA program office training is co-sponsored by EMI and offers a variety of training activities on policy and program objectives of the Agency. EMI faculty coordinate with FEMA program office staff in the design and development of many of these offerings. Some administrative functions, which may include recruitment of participants, are performed by the program office as well. NETC provides classroom and resident hall space for these training activities.

CREDIT FOR EMI COURSES

ACE Recommendations

Although EMI is not accredited as an academic institution, some EMI courses involve college-level work, and individuals completing these courses may apply to their colleges to receive credit based on having attended the EMI courses. These courses have been evaluated by the American Council on Education's College Credit Recommendation Service and recommended for equivalent college credit in the American Council on Education's *Guide to Educational Credit for Training Programs*. Not all courses are recommended for college credit. For those that are, specific information on credit equivalency recommendations from the *Guide* are included in the course descriptions in this catalog under the title "ACE Recommendations."

Level Codes

- LD Lower Division (can apply to associate's degree or first 2 years of bachelor's degree program)
- UD Upper Division (third and fourth year of bachelor's degree program; also can be applied to LD if school agrees)
- G Graduate Program

Continuing Education Units (CEU's) Granted

Continuing Education Units (CEU's) are granted to course participants seeking these credits toward a program which an individual needs for maintaining specific knowledge, skills, and abilities. The number of CEU's is based on successful completion of a course which grants one CEU per 10 contact hours of an organized training experience under sponsorship by an institute such as the EMI. Records of participation are maintained permanently and issued from the NETC Admissions Office upon request. Each course description includes the CEU's. No CEU's are available for Independent Study or non-resident courses.

College Credit for Independent Study Courses

EMI Independent Study courses are reviewed annually for college credit through a nationally accredited college or university. For more information, contact:

FEMA Independent Study Program (College Credit)
Emergency Management Institute
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727

Military reserve personnel may earn retirement points for completing EMI Independent Study courses. Refer to the Independent Study section of this catalog for details.

HIGHER EDUCATION PROJECT

A goal of the Federal Emergency Management Agency (FEMA) is to encourage and support the expansion of emergency management-related education in colleges and universities across the United States. We believe that in the future more emergency managers in government and the private sector will come to the job not only with a college education, but with a degree in emergency management as well.

Toward that end, EMI has developed a prototype college-level emergency management curriculum outline, consisting of a series of classroom-based, upper division (junior/senior) courses, and is in the process of working with professors around the country to develop these courses for handoff to other colleges and universities.

As courses are developed, they will be made available electronically via the Internet. To review or acquire a copy of any currently available course, use the following universal resource locator (URL):

<http://www.fema.gov/EMI/edu/higher.htm>

A copy of the courses on CD-ROM can be obtained by writing to the Higher Education program at the address below.

The emergency management curriculum outlines, as well as a listing of colleges and universities offering emergency management programs or teaching one or more emergency management-related courses, also can be found on the Web site noted above.

Those interested in investigating the development of an emergency management college program are invited to contact the Higher Education project manager:

Higher Education Program
NETC/EMI
16825 South Seton Avenue
Emmitsburg, MD 21727
(301) 447-1233 or
<http://www.fema.gov/EMI/edu/higher.htm>

EMERGENCY EDUCATION NETWORK (EENET)

The Emergency Education NETwork (EENET) is FEMA's satellite-based distance learning system. This network can bring interactive training programs into virtually any community nationwide. You can tune in every **Wednesday** afternoon at **2:00 p.m.** (Eastern Time) and watch EENET. With a wide variety of programs for the public safety community, there's something for everyone.

First Wednesday—EENET for Trainer Series

Programming especially designed for use by State and local emergency services trainers.

Second and Fifth Wednesdays—Disaster Operations Series

These programs cover the spectrum of disaster operations and emergency services in areas of natural and man-made disasters.

Third Wednesday—National Alert

Our award-winning video journal showcases exemplary programs across the country and the latest in emergency management news. Many segments are contributed by local emergency and fire officials who share what works in their communities.

Fourth Wednesday—Mitigation Series

This series provides learning tools for local officials, homeowners, businesses, and other groups to mitigate future disaster losses through loss reduction strategies.

All programming is "open" and is "in the public domain" so that any community with access to a C-band or Ku-band satellite dish, or a community cablevision provider, can receive the broadcast and participate in the training programs.

How to Get Program Information

To obtain EENET schedules, or to be placed on the EENET surface mailing list, please contact:

Emergency Education NETwork (EENET)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727
(800) 500-5164

As an alternative, you may wish to be informed of schedule changes and special programming via e-mail. **EENET e-mail updates or current lists of EENET broadcasts and satellite information also are available at the FEMA Internet Web site listed below.** The address to register for e-mail updates direct to your computer is:

<http://www.fema.gov/emi/eenet.htm>

EENET Awards

FEMA's Emergency Education NETwork is a leader in the distance learning community and often has been recognized for its creative work in bringing emergency management training to a national audience.

Over the past few years, EENET has been awarded many national awards for programming. Among them are 31 Communicator Awards (including 11 Crystal Awards of Excellence, 9 Awards of Distinction, and 11 Honorable Mentions). In 1998, EENET received two Gold 20th Anniversary Classic Telly Awards (best programming of 20 years). These will join the 19 other prestigious silver and bronze Telly Awards already received.

In 1997, EENET was honored with its first international recognition in the form of a Certificate of Creative Excellence from the International Film and Video Festival for a program in the National Alert Series.



PROJECT IMPACT

Project Impact focuses the effort to build disaster-resistant communities at the local level, with emphasis on hazard mitigation through the development of partnerships between the local government, private industries, and residents of a community. While the primary emphasis of the initiative is mitigation and preparedness, it encompasses all aspects of emergency management. EMI supports this important initiative through a number of courses and activities.

Courses identified with the Project Impact logo will be useful to either those who are spearheading the community effort or those with specific responsibilities relating to mitigation topics such as retrofitting buildings, developing land use regulations, coordinating a school program, etc. Courses that do not have the Project Impact logo may still have information that supports the initiative.

EMI is an integral part of the Project Impact training, distribution, and sharing mechanism. Through the development and delivery of quality training, EMI will continue to support the Project Impact initiative.

Courses that directly affect the goals of Project Impact are:

Resident Courses

- E234** *Digital Hazard Data* (description on page 36)
- E273** *Managing Floodplain Development Through the National Flood Insurance Program (NFIP)* (description on page 36)
- E276** *Benefit-Cost Analysis: Entry-Level Training* (description on page 36)
- E278** *National Flood Insurance Program/Community Rating System (NFIP/CRS)* (description on page 37)
- E279** *Retrofitting Flood-Prone Residential Buildings* (description on page 37)
- E329–** *Multi-Hazard Building Design Summer Institute (MBDSI)* (description on page 38)
- E333**
- E362** *Multi-Hazard Program for Schools Train-the-Trainer* (description on page 39)
- E380** *Project Impact: Building Consensus in Disaster-Resistant Communities* (description on page 39)
- E386** *Residential Coastal Construction* (description on page 39)
- E417** *Community Emergency Response Team (CERT) Train-the-Trainer* (description on page 46)
- E434** *Earthquake Program for Schools Train-the-Trainer* (description on page 40)
- E436** *Earthquakes: A Teacher's Package for K–6 Train-the-Trainer* (description on page 40)
- E439** *Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7–12 Train-the-Trainer* (description on page 41)
- E930** *Integrated Emergency Management: Response and Recovery* (description on page 70)

Field-Delivered Cooperative Courses

- G244** *Developing Volunteer Resources* (description on page 101)
G250.1 *Workshop: State and Local Continuity of Government (COG)* (description on page 85)
G250.11 *Workshop: Continuity of Operations (COOP)* (description on page 86)
G271 *Hazardous Weather and Flood Preparedness* (description on page 86)
G276 *Resource Management* (description on page 106)
G278 *Benefit-Cost Analysis: Entry-Level Training* (description on page 77)
G279 *Retrofitting Flood-Prone Residential Buildings* (description on page 77)
G285 *Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training* (description on page 77)
G305.3 *Hazardous Materials Workshop: Risk Analysis* (description on page 88)
G305.6 *Hazardous Materials Workshop: Community Awareness and Right-to-Know* (description on page 88)
G362 *Multi-Hazard Program for Schools* (description on page 78)
G365.3 *Workshop in Emergency Management: Partnerships for Creating and Maintaining Spotter Groups* (description on page 92)
G376 *State Hazard Mitigation Planning* (description on page 78)
G377 *Regional Hazard Mitigation Planning* (description on page 79)
G379 *Interagency Hazard Mitigation Team Training* (description on page 79)
G393 *Mitigation for Emergency Managers* (description on page 79)
G434 *Earthquake Program for Schools* (description on page 80)
G436 *Earthquakes: A Teacher's Package for K–6* (description on page 80)
G439 *Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7–12* (description on page 81)

Independent Study Courses

- IS-8** *Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699* (description on page 117)
IS-9 *Managing Floodplain Development Through the National Flood Insurance Program (NFIP)* (description on page 117)
IS-279 *Retrofitting Flood-Prone Residential Buildings* (description on page 119)
IS-362 *Multi-Hazard Program for Schools* (description on page 120 (available late 2001))
IS-393 *Introduction to Mitigation* (description on page 121)
IS-394 *Mitigation for Homeowners* (description on page 121)

General Information

Application and Registration

Eligibility

Any U.S. resident with substantial involvement in emergency management is eligible to apply for resident and non-resident training activities of the Emergency Management Institute (EMI).

Applicants must meet the specific selection criteria and prerequisites specified for each course as described in this catalog. Selection also may be based on the following considerations: the **impact** applicants will have on emergency preparedness in their workplace; the **utilization potential** of acquired skills; and the **equitable and representative distribution** from the total emergency management community (block 16 of the application form).

Participants are limited to three trips per fiscal year. They also are limited to taking the same course only once. Exceptions to these policies will be approved in writing by the EMI Superintendent. FEMA employees and employees of State and local emergency management offices are exempt from this policy.

Enrollment in EMI courses is generally limited to U.S. residents; however, each year a limited number of international participants are accommodated in EMI courses. (See Foreign Applicants.)

EMI is an equal opportunity institution. It does not discriminate on the basis of race, color, religious beliefs, gender, national origin, disability, or age. All agencies nominating or approving applicants to attend courses at EMI shall comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; and regulations promulgated thereunder.

Application Procedures

Application for admission to EMI is made by using the General Admission Application Form (FEMA Form 75-5). Forms can be obtained from State or local emergency management offices, FEMA regional offices, or the NETC Office of Admissions, or they may be downloaded from the EMI Web site.

<http://www.fema.gov/emi/rclists.htm>

This Web site also provides the latest schedule changes.

For special courses and activities, such as prototype courses, programs for special audiences, and courses requiring security clearances, special application procedures may be required.

In the standard enrollment process for resident EMI courses, applications should be coordinated with the applicant's local emergency program manager and must be reviewed and approved by:

- the State emergency management director,
- the Federal Emergency Management Agency (FEMA) regional training manager, and
- the Admissions Office, National Emergency Training Center (NETC).

To allow enough time for processing, applications must be submitted to the local emergency program manager as soon as possible but no later than 3½ months prior to the first scheduled day of the course. Regional training managers should ensure that approved participant applications are received by the NETC Admissions Office at least **90 days** prior to the first scheduled day of the course. NETC will make every effort to provide notice of acceptance **6 weeks** before the training activity commences. If an application is not received prior to the course start date, a participant may be sent home. **Directions on the application form must be followed or it will be returned. DO NOT MAKE travel plans prior to receiving an acceptance package with specific travel information.**

The **IEMC NATIONAL OPEN ENROLLMENT SYSTEM** will provide two open enrollment periods for resident IEMC programs at EMI and MWEAC. All positions will be open to all potential students from all areas (regions) of the country.

First National Open Enrollment Period: July 1 – August 31. Applications will be submitted for all positions for resident IEMC's scheduled for the first and second quarters of the following Fiscal Year.

Second National Open Enrollment Period: December 1 – January 31. Applications will be submitted for all positions for resident IEMC's scheduled for the third and fourth quarters of the following Fiscal Year.

After each National Open Enrollment Period, applications will be reviewed and selected students will be accepted into the class they applied for and be notified. Students who do not meet the qualifications or are not selected will also be notified.

After each National Open Enrollment Period is closed, any remaining vacancies will be posted on the IEMC Web site for a period of 60 days. These vacancies will be filled on a first come-first served basis. After 60 days, the courses will be closed. All remaining vacancies will be filled by IEMC staff members.

Eligibility requirements to attend resident course offerings will remain the same. All applications must be submitted through the appropriate State Emergency Management Agency and FEMA Region to the NETC and must contain the respective signatures for endorsement.

Attendance Policies

Participants are required to attend all sessions of each course, seminar, or workshop they attend. Those who do not attend may be denied course completion certificates and reimbursement under the Student Stipend Program.

If an organization must cancel an accepted participant, the organization may request substitution of an equally qualified person. This request must be made in writing at the same time as the cancellation and must be accompanied by a completed General Admissions Application for the substitute. Requests for substitutions for EMI courses **MUST** be submitted through the State emergency management office and appropriate FEMA regional office.

If an individual is unable to attend a course for which he/she has been accepted, he/she must make the cancellation in writing at least 30 days before the course start date, except in the case of emergency. If a last-minute cancellation is necessary, a phone call to the Admissions Office at **(301) 447-1035** or **(800) 238-3358 (ext. 1035)** may be made, or a fax may be sent to **(301) 447-1441**. This **MUST** be followed up by a signed letter. EMI students who do not cancel attendance in writing will be denied admission for 2 Federal (October-September) fiscal years. FEMA employees may seek a waiver from this provision by writing to the Director of the Training Division.

Registration

Upon arrival, participants must report to the lobby of Building C to obtain room assignments, room keys, parking permits, and course registration materials. Specific course registration times will be provided. All participants must register before the beginning of the first class session.

Once participants are accepted in a course, acceptance packages are mailed to each one. **Please read all the information provided as there have been some recent changes.**

Foreign Applicants

EMI often receives inquiries from citizens and officials of foreign countries. EMI courses are generally available to U.S. citizens only. Most EMI resident courses expect attendees to have full knowledge of and experience with U.S. governmental and political systems and are based on U.S. specific legislation, regulations, and systems. Thus, most EMI courses are not appropriate for foreign students.

While EMI cannot generally accommodate international participants in its resident courses, it occasionally sends faculty to other nations to deliver emergency management training on site. All expenses for such training must be paid by the host nation. For more information, write to:

Superintendent
Emergency Management Institute
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

As exceptions, international participants are occasionally accepted to attend EMI resident courses on a space-available, fee-pay basis. To be considered for such an exception, applications from foreign individuals must meet the following conditions:

- The application must come from and be endorsed by an appropriate component of the national government of the applicant's home nation. Applications are generally routed through the appropriate embassy.
- The applicant must be a government employee with official emergency management responsibilities pertinent to the course which he/she is requesting to attend. The official endorsement must describe these responsibilities, their relationship to the course requested, and a compelling need to attend EMI to receive the required training.
- For applicants from nations where English is not the official language, the government endorsement must certify that the applicant is proficient in reading, writing, and speaking English.

Completed applications should be sent to:

Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998
(301) 447-1035
(301) 447-1441 (fax)

COSTS AND STIPENDS

There are no tuition fees for EMI on-campus, Mount Weather, or select off-site courses. All instruction, books, and housing (for most participants) are provided at no cost. Participants are responsible for the cost of the meals provided and for personal, incidental expenses. **(NOTE THAT ALL PERSONNEL ATTENDING EMI ACTIVITIES ARE REQUIRED TO PURCHASE A CAMPUS MEAL TICKET FOR THE PERIOD OF THEIR COURSE IF STAYING ON CAMPUS, AND A BREAK TICKET IF STAYING OFF CAMPUS.)**

All participants from other Federal agencies, non-U.S. citizens, and most participants from private industry or contractors to State or local government entities must pay their own transportation and lodging. If there is any question about your eligibility to receive reimbursement call (301) 447-1035.

Reimbursement

Frequently asked questions and answers about reimbursement procedures are included in your acceptance package. Please read them carefully.

Any requests for exceptions to the reimbursement policies must be in writing, and approved prior to the course start date. You may fax the request to (301) 447-1441.

Reimbursement in the form of a student stipend may be paid to individuals representing State or local governmental entities, recognized volunteer organizations, or active emergency management organizations attending official training activities offered at EMI.

Reimbursement will be electronically deposited into any account you identify—either to you or to your sponsoring organization (please provide a copy of a check). **NOTE:** *If your account is with a credit union, please confirm your routing and account numbers with them. Failure to do so may result in a delay in your reimbursement. If you do not have a checking account, please call (301) 447-1035 for information on how to claim reimbursement.*

If you travel by air, only one round-trip stipend will be paid for each course or group of courses you attend. You must purchase a 21-day pre-purchase, non-refundable ticket for round-trip transportation by common carrier (economy coach class or less). To eliminate the perception of misuse of government funds, **FIRST CLASS, BUSINESS CLASS, CLASS B, AND REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED.** If you fly on an airline that uses the paperless system, you must submit the itinerary invoice (with actual payment amount shown as having been paid) at registration.

If you are notified in enough time to purchase the 21-day ticket and do not do so, your reimbursement will be limited to the State ceiling as shown in your acceptance package. If you choose to drive, you will be reimbursed the current privately owned vehicle (POV) Federal mileage allowance, or the State ceiling, whichever is less. POV mileage is subject to validation.

Option: For classes 5 days or less with no Saturday stay, the following options apply if you save a minimum of \$250 off the cost of a round-trip economy class common carrier ticket.

- You may stay on campus one night prior to your regularly scheduled arrival date. If NETC-provided transportation is available, you can reserve a seat by calling the Housing/Transportation Office at (301) 447-1048/1113 at least 1 week prior to the start of your course. If you choose to stay in the DC area, a maximum of \$90/day for lodging/travel costs (2-day limit for savings over \$500) may be reimbursed. If you carpool using a rental car, all students claiming reimbursement must be listed on the rental agreement. Please tell the rental agency to add the names as passengers. You must submit original receipts at registration or reimbursement will be denied.
- You are not authorized to stay on campus following the end of your course. However, you may use the NETC-provided transportation to the airport and stay in the DC area. If you incur allowable travel/food/lodging expenses (as stated above) after the course ends, mail original receipts and Stipend Agreement Amendment (FEMA Form 75-3a) to Admissions, Room I-216, 16825 South Seton Avenue, Emmitsburg, MD 21727 within 60 days of the start date of the course or reimbursement **WILL BE DENIED.**

Participants who drive to campus must register their vehicles upon arrival in the Building C lobby. Stipend reimbursement will be denied if vehicles are not registered. Picture identification and automobile registration must be shown when the vehicle is registered. Odometer readings and license tag numbers must be recorded on FEMA Form 75-3. Use of a State, county, or municipal vehicle is reimbursable only upon presentation of a statement from the owning agency that such reimbursement is desired, and they must be submitted with the Stipend Agreement at registration. In carpool situations, only the driver is eligible for reimbursement. This includes rental cars.

FOOD SERVICE

The meal charge will be specified in all acceptance letters and will include costs for three meals per day beginning with dinner on the day preceding the course start date and extending through lunch on the last day of the course. It also includes morning and afternoon breaks. No refunds are made for meals missed. All participants residing on campus must purchase meal tickets by cash, personal check, traveler's check, purchase order, or credit cards (Visa and MasterCard). Any participant who does not purchase a meal ticket will be asked to move off campus for the duration of the course at their own expense. Participants staying off campus must purchase a meal ticket. If you do not, you will be asked to leave, will be withdrawn from the course, and will not receive a stipend reimbursement. If you arrive on campus early or depart late, your meals will be paid for on a cash basis.

If you will not arrive on campus for dinner on the evening prior to the course starting date or will depart prior to the last meal identified in your acceptance package and wish to have that meal deducted from your meal ticket amount, you must contact the food service manager at (301) 447-1551 at least 2 weeks prior to your arrival. Failure to notify the manager will result in full payment of your meal ticket. There are no refunds! If you are scheduled for back-to-

back courses, the amount of the meal ticket includes the stay between the two courses. If not staying on campus between the two courses, you must notify the food service contractor before purchasing the meal ticket, or you will be charged for the entire time.

If you have special food or dietary requirements, the food service contractor will work with you to meet your needs. Please call at least 2 weeks before arriving at NETC.

LODGING

All rooms are non-smoking rooms and are randomly assigned once you are accepted into a course. Lodging in campus housing is provided for most NETC participants free of charge. Foreign participants, employees in the private sector, and Federal employees must pay for their lodging (\$30/day) using cash, personal check, or traveler's check only. NETC does not accept credit cards of any type, including government credit cards. FEMA employees **MUST** present a copy of their travel authorizations or they will be charged for lodging and will not be reimbursed. No accommodations are available for relatives or friends of individuals who are authorized to use lodging. Upon request, the NETC Housing Office will provide information regarding local accommodations; however, the traveler is responsible for arranging and paying for such accommodations.

Check-out time is 9:00 a.m. You may leave your luggage in your room until 11:00 a.m., but it must be packed and by the door. When you return for your luggage, please do not use the bathroom facilities—the room will have been cleaned for the next occupant. Please return your key to the front desk by 11:00 a.m.

No animals other than seeing-eye dogs or other guide dogs are allowed on campus.

There are no connections for mobile homes or recreational vehicles.

Three of the five lodging buildings are three stories and have no elevators. In addition, you may be lodged a distance from Building C (registration). For these reasons, we recommend you bring luggage with wheels. No alcoholic beverages are permitted in dorm rooms.

PARTICIPANT DRESS CODE

It is each participant's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both the local climate differences and classroom activities. The staff of EMI has the authority to make a determination that a participant's attire may be inappropriate. Participants whose attire is determined to be inappropriate will be required to change before being allowed to continue class.

PARKING AND AUTOMOBILE TRAVEL

Participants who drive to campus must register their vehicles in the lobby of Building C upon arrival. Picture identification and automobile registration must be shown when the vehicle is registered. If claiming stipend reimbursement, you must also provide odometer readings and license tag number. A parking permit will be issued, which must be displayed on the vehicle. Participant parking is provided in the lot north of building J (see map) and is not permitted elsewhere on campus. Vehicles parked in violation of this rule are subject to towing at the owner's expense. Loading and unloading of luggage is permitted in designated areas.

Participants may arrive on campus any time after 12:00 noon the day before their course begins. They may depart any time after class graduation, which is normally concluded by 10:00 a.m. the last day of class. Remember, however, that checkout time is 9:00 a.m. Following are directions to NETC:

- From Baltimore: I-695 (Baltimore Beltway) to I-70 West (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 onto South Seton Avenue.
- From Washington: I-495 (Washington Beltway) to I-270 North (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 onto South Seton Avenue.
- From Philadelphia: Pennsylvania Turnpike west to Harrisburg, Exit 17 (Route 15). Go south on Route 15 to Emmitsburg. Turn right off Route 15 onto South Seton Avenue.
- From Pittsburgh and West: Pennsylvania Turnpike east to Harrisburg, Exit 17 (Route 15). Go south on Route 15 to Emmitsburg. Turn right off Route 15 onto South Seton Avenue.

TRAVEL

Specific travel information for each course will be mailed in the participant acceptance packages; however, the NETC transportation schedule for most courses is outlined below.

NETC/AIRPORT TRANSPORTATION SCHEDULE		
SUNDAY	DEPART FROM RONALD REAGAN NATIONAL AIRPORT	ARRIVE NETC
	1:00 p.m.	2:30 p.m.
	6:00 p.m.	7:30 p.m.
	DEPART FROM BWI AIRPORT	ARRIVE NETC
	2:00 p.m.	3:30 p.m.
	5:00 p.m.	6:30 p.m.
	DEPART FROM DULLES	ARRIVE NETC
	5:30 p.m.	7:00 p.m.
	DEPART FROM NETC	ARRIVE RONALD REAGAN NATIONAL/BWI/DULLES AIRPORTS
	FRIDAY	
	11:00 a.m.	12:30 p.m.

To expedite check in, we recommend scheduling your flight to coincide with our earlier transportation.

SPECIAL AIRPORT TRANSPORTATION SCHEDULE FOR COURSES BEGINNING OR ENDING MID-WEEK

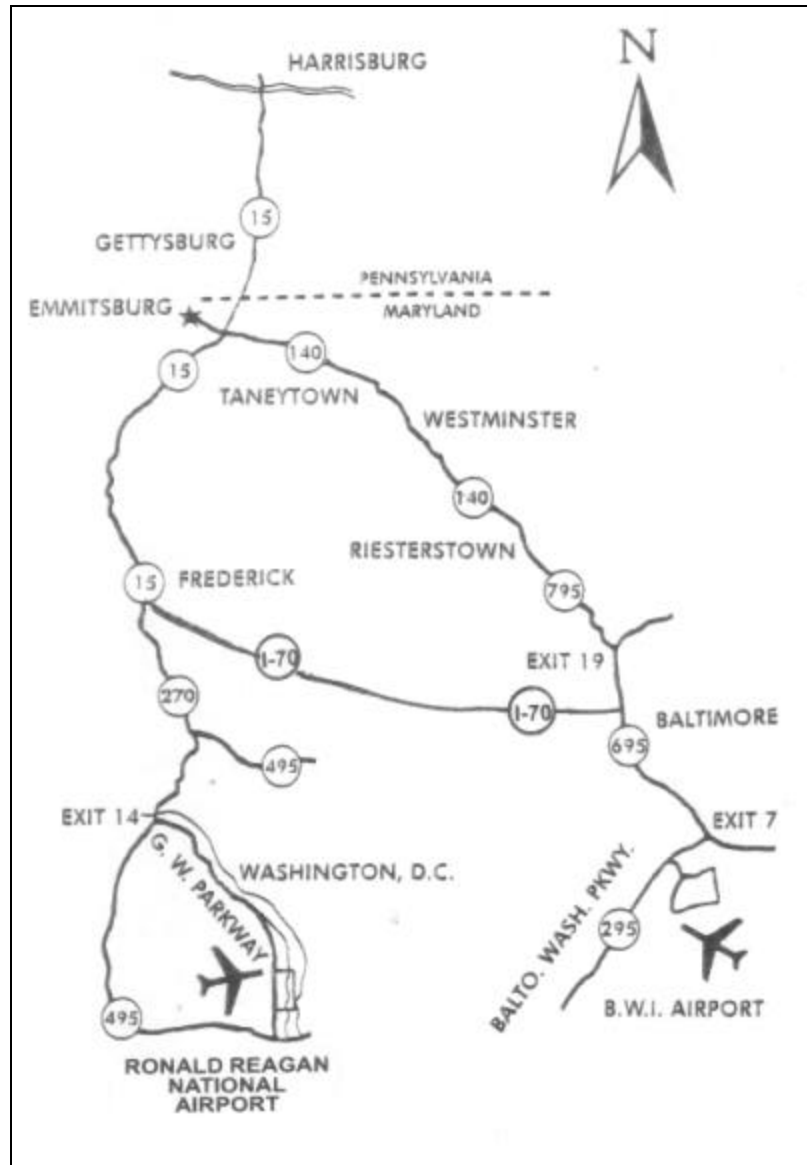
Transportation is provided to and from one airport **ONLY** for these activities.* Please read the travel information included in the acceptance package.

A bus will depart the airport at 7:00 p.m. the day before the course begins. For example, if the course begins Tuesday, the bus will be available Monday at 7:00 p.m. If the course begins Wednesday, the bus will be available Tuesday at 7:00 p.m.

If the course concludes on any day other than Friday by 11:00 a.m., transportation will be provided **ONLY** to one airport. The bus will normally depart NETC at 1:00 p.m., arriving at the airport by 2:30 p.m. Again, please read your travel information included in the acceptance package.

There will be occasions when courses end at 4:00 or 5:00 p.m. Participants are then authorized to stay on campus that evening and depart the next day. If the departure day is Friday, the departure time will be 11:00 a.m. If the departure day is any other day, the departure time will normally be 9:00 a.m.

* This transportation is available only for courses that either do not begin on Monday mornings or end by 11:00 a.m. on Friday.



BUS TRANSPORTATION—AIRPORT TO NETC

Participants desiring bus transportation to NETC *must* phone in a reservation for a seat on the bus by calling 301-447-1113 (NETC Transportation Office) at least 1 week in advance. Seats are reserved on a name-by-name basis. If a reservation is not made, a space may not be available, and travel will be at the participant's expense.

CONFERENCE AND TRAINING CENTER (CTC), MT. WEATHER

The Conference and Training Center, located at the Mt. Weather Emergency Assistance Center, near Bluemont, Virginia, is also used to conduct FEMA training. These facilities include various sized classrooms, small and large conference rooms, and exercise and simulation areas (indoor and outdoor).

Smoking: All buildings on the facility are non-smoking.

Weapons/Cameras: Weapons (e.g., firearms, mace, etc.) and cameras are prohibited on the facility and must be turned in to the Security Office until ready to be removed from the facility.

Administration

The Mt. Weather Emergency Assistance Center is a limited access facility; however, participants enrolled in training activities are welcome. Course participants must be enrolled and rostered by name and social security number, a minimum of 2 weeks prior to the course start date. Additional information regarding any training scheduled at CTC can be obtained by calling (540) 542-2266.

Registration

Participants should report to the Mt. Weather Visitor's Center in Building 403. Further instructions will be provided by staff in Building 403.

Food Service

The cafeteria will be open for full breakfast and dinner services only if a minimum of 20 students plan to eat and purchase tickets on the start date of the course. A cafeteria form will be in the envelope you receive at the visitor's center at Mt. Weather. Please complete the form regarding which breakfasts and dinners you wish to purchase and present it to the cashier on your first visit to the cafeteria. Breakfast (express) and lunch (à la carte) are available Monday through Friday with no special arrangements. Some course managers or group coordinators also may select a meal package for the length of the course. Details will be provided in the acceptance package.

Meals may be paid for with cash, a personal check, traveler's check, or major credit card.

Special Requirements: If you have special food or dietary requirements, the food service contractor will work to meet your needs. Arrangements for special food or dietary requirements must be made at least 2 weeks prior to arriving at MWEAC.

Lodging

All rooms are non-smoking rooms. Lodging in campus housing is provided at no cost for most participants enrolled in courses conducted by FEMA's training division. Exceptions include Federal employees and persons representing the private sector. Participants in these categories must pay the prevailing rate for housing at Mt. Weather. For those required to pay, lodging may be paid for by cash, personal check, traveler's check, MasterCard, or Visa. Check-in time is anytime after 12:00 noon on the day prior to your course start date. Check-out time is 8:30 a.m. on departure day.

No accommodations are available at Mt. Weather for relatives or friends of participants. Information on accommodations in the area is available on request; however, the traveler is responsible for arranging and paying for such accommodations.

There are no connections for mobile homes or recreational vehicles. No animals other than seeing-eye dogs or other guide dogs are allowed.

If you have a physical disability, allergies, or other medical condition that may require special housing consideration or attention, notify MWEAC at least 2 weeks prior to course start date. The phone number is (540) 542-2266.

Dress Code

Casual dress and low-heeled shoes are appropriate. Shorts, cutoffs, tank tops, and sweats are not permissible except during physical exercise, jogging, etc. Certain courses conducted at Mt. Weather may have special dress requirements. In these cases, information will be outlined in acceptance information.

Automobile Travel/Parking

Participant parking is available at all dormitories for participants electing to drive privately owned vehicles or rental cars. Participant parking is limited to the dormitory area. On-site shuttle service will be available to transport participants from dormitories to the classroom and dining hall areas. Directions to CTC at Mt. Weather are on page 29.

Transportation to and from Dulles Airport

Mt. Weather operates shuttle service for course participants from and to Washington's Dulles airport only. If you need bus transportation to Mt. Weather, plan to arrive at Dulles at least 1 hour before the bus pick-up times. Standard pick-up times are 2:00 p.m. and 6:00 p.m. the day prior to your course start date. To be assured a space on the bus, you must call the CTC at least 1 week prior to the course start date. The number to reserve ground transportation from the airport is (540) 542-2266. When calling, please have the following information available:

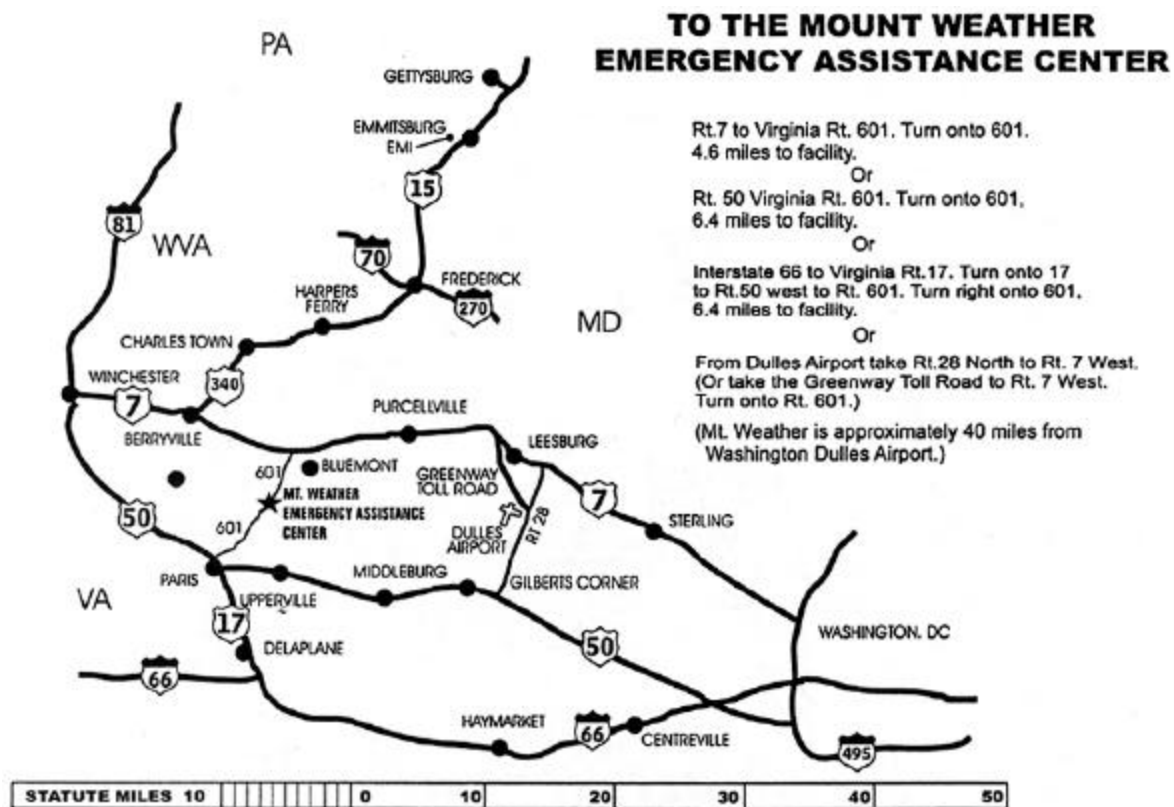
Course name and date
Airline and flight number
Arrival time, date
A contact phone number

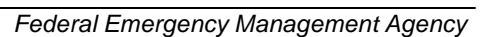
Arrival: Mt. Weather transportation departs Dulles International Airport promptly at 2:00 p.m. and 6:00 p.m. You must check in prior to the scheduled pick-up times at the Traveler's Aid Desk located in the east end of the main terminal, baggage claim level, between baggage claim areas 2 and 3.

Alternate Transportation: Mt. Weather transportation picks up passengers **ONLY** at Dulles International Airport. If you schedule a flight to Baltimore Washington International (BWI) or Ronald Reagan National Airport, you should make arrangements to catch their shuttle to Dulles in time to meet the 2:00 p.m. or 6:00 p.m. departure.

Delayed Flights: If you are scheduled to use Mt. Weather bus transportation and your flight is delayed for reasons beyond your control, you should arrange for a taxi from the airport. If you are a participant eligible for reimbursement under the stipend program, you will need a receipt for the taxi to be turned in with your stipend reimbursement form. If you have questions enroute or anticipate a delay, please contact Mt. Weather security at (540) 542-2137.

IF YOU DO NOT CALL MT. WEATHER TO RESERVE BUS TRANSPORTATION, OR IF YOU SCHEDULE FLIGHTS THAT DO NOT COINCIDE WITH THE MT. WEATHER TRANSPORTATION SCHEDULE, IT IS YOUR RESPONSIBILITY TO ARRANGE AND PAY FOR YOUR TRANSPORTATION FROM THE AIRPORT TO MT. WEATHER.





NATIONAL EMERGENCY TRAINING CENTER

St. Joseph's College was purchased by the Federal Emergency Management Agency in 1979 to serve as a training facility. Prior to its official closing in 1973, the college served as a 4-year liberal arts college for women. In 1981, the facility was entered into the Federal records as the National Emergency Training Center (NETC). The NETC houses the United States Fire Administration (USFA) (which includes the National Fire Academy (NFA)); the Emergency Management Institute (EMI); and the Field Personnel Operations Division of the Office of Human Resources Management. The following is a brief description of the buildings.

The Fallen Firefighters Memorial was dedicated on October 4, 1981, and in October 1990 Congress designated it as the National Fallen Firefighter's Memorial. It is a memorial to firefighters who lost their lives in the line of duty.

Building A: A three-story residence hall built in 1964 and renovated in 1996. It has 96 dormitory rooms. (I)

Building B: Student Center, built in 1956, is the location of the game room, pub, and recreational activities. A large picture window overlooks the scenic Catoctin Mountain range. (F)

Building C: Built in 1956 and renovated in 1995, it has 217 dormitory rooms. (F)

Building D: Built in 1926 and renovated in 1965 and 1995, it is a three-story brick structure which has the charm of the old architecture. It consists of 65 dormitory rooms, a student computer center, and a convenience shop in the basement. (G) (I)

Building E: Built in 1926 and renovated in 1966 and 1993, it is occupied by Field Personnel and Management Operations and Student Support, on the first floor; the Emergency Education NETwork (EENET) TV Studio on the second and third floors; and computer support personnel in the basement. (F)

Building F: Built in 1925 and renovated in 1965 and 1995, it has 45 dormitory rooms. (G) (I)

Building G: Built in 1948, it was renovated in 1984 and is currently being renovated again. (G) (I)

Building H: Built in 1923 and renovated in 1993, it houses the NFA offices, a fully equipped gymnasium, a weight room, and an Olympic-sized indoor swimming pool. (F)

Building I: Built in 1996, it serves as the Material Receipt and Distribution Center, Maintenance Facility, and houses Operations and Management Support offices. (F)

Building J: Built in 1966 and renovated in 1993, it is the NFA classroom facility and houses the NFA staff. It includes a lobby and a tiered 249-seat auditorium. (F)

Building K: Built circa 1870, renovated in 1982 and 1993, it houses EMI classrooms. The three-story brick structure also contains a Dining Hall capable of seating 500 people, Independent Study in basement, and EMI IEMC offices on the second floor. (F)

Building L: Built in 1959 and renovated in 1993, it consists of 42 dormitory rooms and a conference room.

Building M: Built in 1965 and renovated in 1989, it houses two EMI classrooms and the EMI Computer Lab. (F)

Building N: Designed by the English-born architect, E. G. Lind (1829–1909), it was built in 1870 and renovated in 1987 and 1992. The building is an example of Second Empire style which was popular in the second half of the 19th century. As such, it is listed on the National Register of Historic Buildings. It houses USFA, the Learning Resource Center, and EMI. (F)

Building O: Erected in 1839 as a chapel. The marble and alabaster altars and stained glass windows were retained when it was renovated in 1965. There are contract support offices in the front of the chapel and basement. (I)

Building P: The log cabin serves as a recreation facility, overlooking the peaceful Tom's Creek. (F)

Building Q: The brick barn is a service facility. The ornamental brick grill windows are characteristic of early 19th century Western Maryland construction. (F)

Building R: Built in 1948, renovated in 1993, and located behind building G, it serves as the Fire Protection and Fire Command Simulation Laboratories. (F)

Building S: The bulk storage warehouse. (F)

Building T: The old milk house of the original St. Joseph's campus, it houses staff of National Fallen Firefighter Memorial.

Building U: A burn building complex used by NFA for arson investigation and demonstrations. (F)

Building V: Built in 1992, it houses the Security Office. (F)

HANDICAPPED ACCESS: F—Fully accessible I—Accessible first floor only N—Not accessible
G—Ground floor accessible only R—Restrooms not accessible

RESIDENT COURSES

Mitigation

The Mitigation curriculum provides training for Federal, State, and local government and private sector employees who are working to eliminate or reduce the long-term risk to human life and property posed by earthquakes, floods, tornadoes, dam failures, landslides, hurricanes, and other natural hazards.

The curriculum includes courses, workshops, and seminars of varying lengths. Resident offerings generally last 4½ days and field courses 1 to 2 days. Some offerings are appropriate only for resident delivery because they require instruction by representatives of a number of Federal agencies and facilitators located in the Washington, DC, area.

Many of the courses offered in this curriculum area directly support the training requirements of Federal programs, such as the National Flood Insurance Program (NFIP), the National Hurricane Program, and the National Earthquake Loss Reduction Program (NEP) (formerly National Earthquake Hazards Reduction Program (NEHRP)) and FEMA's Project Impact initiative. Participants in these courses learn about program regulations and policies and are provided with the tools and techniques for implementing mitigation strategies.



**E234 Digital Hazard Data
(formerly Digital
Flood Insurance
Rate Map (DFIRM))**



This course is designed to give floodplain and emergency management personnel the necessary skills and knowledge to use digital flood data and other hazard data. It is **not** intended to make participants technically proficient (experts) in the hands-on use of Geographic Information Systems (GIS). Participants must have basic computer skills and literacy, including knowledge of DOS and Windows. Advanced users should be aware that many **basic** GIS concepts will be included in course content and exercises. This training supports FEMA's conversion of the paper flood insurance rate maps to a computerized format.

Selection Criteria: The audience for this course consists of State and local floodplain and emergency management personnel, regional personnel with National Flood Insurance Program responsibilities, personnel from other Federal agencies involved in floodplain and emergency management, and State and local planners. Individuals who are not in manager/planner positions may apply if the need to attend this training is documented in block 16 of the application.

Prerequisites: Participants must be able to do the following.

1. Read and interpret the Flood Insurance Rate Map.
2. Use, or be planning to use, GIS.
3. Use a personal computer and Windows 95.

A statement verifying the above qualifications should be included in block 16 of the application form.

Hours: 26
CEU's: 2.6

**E273 Managing Floodplain
Development Through
the National Flood
Insurance Program (NFIP)**



This course is designed to provide an organized training opportunity for local officials responsible for administering their local floodplain management ordinance. The course will focus on the NFIP and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

Selection Criteria: Local officials responsible for administering local floodplain management ordinances, including but not limited to floodplain management administrators, building inspectors, code enforcement/zoning officers, planners, city/county managers, attorneys, engineers, and public works officials. Federal/State/regional floodplain managers also are encouraged to attend.

Target Audience: The course is designed for those officials with limited floodplain management experience. Attendance will be limited to two participants from any State for each offering.

Hours: 36
CEU's: 3.1



**E276 Benefit-Cost Analysis:
Entry-Level Training**



This course is designed as an introduction to the fundamental concepts of benefit-cost (BC) analysis. Participants will learn how to obtain BC data and conduct analyses using the basic versions of the riverine and coastal A-zone software modules. This course will not teach how to conduct level-two BC analyses.

Selection Criteria: The target audience is FEMA and State hazard mitigation officials. Other personnel involved in conducting BC analyses may also apply.

Recommendation: Participants should have knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs). Familiarity with basic mitigation terminology is suggested.

Hours: 16
CEU's: 1.3

E278 National Flood Insurance Program/Community Rating System (NFIP/CRS)



This course covers the CRS, a nationwide initiative of FEMA's National Flood Insurance Program. It describes activities eligible for credit under CRS, how a community applies, and how a community modifies an application to improve its classification.

Selection Criteria: FEMA regional office staff, NFIP State coordinators, regional planning officials, local officials, those performing floodplain management services for local governments, and others interested in learning about the CRS in order to provide technical assistance to communities seeking to apply for CRS credit.

Target Audience: The course is designed for those officials with some floodplain management experience. Attendance will be limited to two participants from any one community per fiscal year.

ACE Recommendation:

Credit Hours: 2 Semester Hours
Level: LD or UD
Curricula: Public Administration or Emergency Management

Hours: 34
CEU's: 2.9

E279 Retrofitting Flood-Prone Residential Buildings



This course is designed to provide engineering and economic guidance on what constitutes proper retrofitting techniques for flood-prone residential structures. The course will focus on the concepts of floodproofing, regulatory framework, controlling parameters, design practices, and benefit, cost, and technical feasibility analysis. There is a case study design exercise and a written examination.

Selection Criteria: The audience comprises engineers and architects, and building code, floodplain management,* hazard mitigation,* planning,* zoning,* and public works officials.*

* This course is intended for those with engineering, architectural, or building science knowledge.

Recommendation: It is recommended that participants complete IS-279. Please see the independent study curriculum in this catalog to order IS-279.

ACE Recommendation:

Credit Hours: 2 Semester Hours
Level: UD
Curricula: Civil Engineering, Emergency Management, or Resource Economics

Hours: 34
CEU's: 2.9

**E307 Basic Hazards U.S.
(HAZUS) Training**

This course is designed to provide State and local emergency management personnel the skills and knowledge necessary for using HAZUS, FEMA's earthquake loss estimation methodology. It is not intended to make participants technically proficient in the use of geographic information systems (GIS). Participants must have basic computer skills and literacy, including knowledge of Windows. Advanced users should be aware that many **basic** GIS concepts will be included in the content and exercises. This training covers all steps of the loss estimation process—from inventory verification and improvement, to running a loss analysis, to using the results for mitigation and response activities. The course is open to both earthquake and non-earthquake personnel.

Selection Criteria: The audience for this course includes State and local emergency managers, State and local GIS specialists responsible for risk assessment activities, regional personnel responsible for earthquake mitigation and response activities, other Federal agencies with a need to conduct risk assessment, and State and local planners. Individuals who are not in these positions may apply if the need to attend the training is documented in block 16 of the application.

Prerequisites: Participants must be able to do the following:

1. Currently use, or be planning to use, GIS.
2. Use a personal computer and Windows 95.
3. Have GIS experience.
4. Be involved in updating the HAZUS database in their region.

A statement verifying the above qualifications should be included in block 16 of the application form.

Hours: 21
CEU's: 2.1

**Multi-Hazard Building Design
Summer Institute (MBDSI)**

- E329 Flood Protective Design**
- E330 Earthquake Protective Design**
- E331 Wind Protective Design**
- E333 Fire Safety Design**

The Multi-Hazard Building Design Summer Institute (MBDSI) is intended to provide up-to-date technical information on building design for the faculty of engineering or architectural colleges. It is intended that faculty members incorporate this information into their curriculum in order to train the architects and engineers of the future in the proper approaches to mitigating natural hazards. The MBDSI is organized to allow students to attend 2 courses over a 2-week period.

Selection Criteria: The MBDSI is available to the faculty of engineering or architectural colleges; others will be permitted to attend on a space-available basis. Those not holding architectural or engineering faculty positions will be admitted on a first-come, first-served basis beginning on June 20, 2000. All who attend must possess the appropriate graduate- or post-graduate-level degrees in structural or civil engineering or architecture. Any exceptions to this requirement must be approved by the course manager.

Participants requesting to attend both weeks of the MBDSI are given preference over those desiring to attend only 1 week of the Institute.

Hours: 34
CEU's: 2.9 to 3.1 (depending on course).

**E362 Multi-Hazard Program
for Schools
Train-the-Trainer (TTT)**


This course is designed to help participants recognize the need to plan for all types of disaster. Since planning is a process, planning is included in every unit and activity.

Participants completing the course will be able to explain the importance of a school safety program to others and to lead individuals in their schools and community through the process of developing an effective multi-hazard program.

Selection Criteria: This course is intended for State and local training teams that should include one of the following:

- Representative of State department of education
- Representative of school district, such as
 - District administrator or school board member
 - School principal or assistant principal
 - District or school risk manager
 - District or school plan facility engineer/manager
 - District resource officer supervisor or school resource officer, crisis team member or school counselor
- Representative of emergency management
- Representative of law enforcement
- Representative of fire service
- Representative of medical service

Team limited to six members. One State team per offering.

This TTT is intended to familiarize participants with course content and prepare them to market, promote, and conduct subsequent training on behalf of their State in local jurisdictions.

Hours: 34
CEU's: 2.9

**E380 Project Impact:
Building Consensus
in Disaster-Resistant
Communities**


This course is designed for the person(s) in an organization with responsibility for coordinating and implementing the Project Impact initiative in their jurisdiction. Participants will learn and practice the facilitation skills necessary to work with officials and stakeholders in a community to promote the development of a disaster-resistant community.

Selection Criteria: Participation in this course is limited to Federal, State, or local personnel with responsibility for coordination of Project Impact in their communities.

Hours: 34
CEU's: 2.9


**E386 Residential Coastal
Construction**


This course is designed to train participants on FEMA's Coastal Construction Manual. This manual is the primary, state-of-the-art reference for planning, designing, and constructing residential structures in the various coastal environments.

Selection Criteria: The target audience is engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge may also apply.

Hours: 34
CEU's: 2.9

**E434 Earthquake Program
for Schools
Train-the-Trainer (TTT)**



This course is intended to help the school community prepare to be self-sufficient in the aftermath of a damaging earthquake. Topics include planning, hazard identification, and non-structural mitigation techniques, drills, immediate response exercises, post-earthquake recovery and mitigation opportunities, and crisis counseling.

Selection Criteria: The intended audience for the workshop includes school district administrators, principals, school board members, school district facility and risk managers and others concerned with the physical plant and operation of a school system, teachers, PTA members, and local emergency services officials. This course is designed to enable participants to conduct subsequent training for their school community, as well as for other school communities in their school district or county.

Preference is given to States that are building an instructor cadre. The State office of emergency management should contact the course manager for further information.

Hours: 34
CEU's: 3.1

**E436 Earthquakes: A
Teacher's Package for
K-6 Train-the-Trainer (TTT)**



This hands-on workshop introduces kindergarten and elementary teachers to *Earthquakes: A Teacher's Package for K-6* (publication FEMA 159). Also known as *Tremor Troop*, the collection of multi-disciplinary hands-on classroom activities was developed for FEMA by the National Science Teachers Association. The material provides basic information about earthquakes. The lesson plans and activities are designed to promote scientific literacy among young children and give them the information and skills they need to cope safely during and following an earthquake. The workshop also addresses **Crisis Intervention**, focusing on the needs of children and school personnel, and a unit on **earthquake risk reduction for schools**.

Selection Criteria: Elementary science coordinators, elementary curriculum coordinators, kindergarten and elementary classroom teachers, and teacher educators from regional science and educational resource centers. The purpose of the workshop is to introduce *Tremor Troop* to educators who then will train teachers in their own districts.

Preference is given to States that are building an instructor cadre. The State office of emergency management should contact the course manager for further information.

ACE Recommendation:

Credit Hours: 1 hour
Level: UD or G
Curricula: Education or Science

Hours: 35
CEU's: 3.1

**E439 Seismic Sleuths: A
Teacher's Package on
Earthquakes for
Grades 7-12 Train-the-
Trainer (TTT)**



This institute introduces master teachers of grades 7–12 to *Seismic Sleuths* curriculum. This teacher's package provides hands-on/minds-on classroom activities on earthquake-related topics that can be integrated into existing science, math, and social studies curricula. Produced by the American Geophysical Union, in cooperation with FEMA, the materials foster an understanding of how science, math, and social studies concepts can be applied to reduce earthquake hazards and risk in the built environment through seismic safety design, construction, land-use, and emergency management techniques.

Selection Criteria: Master teachers with a minimum of 5 years of teaching experience in grades 7–12. The purpose of the institute is to introduce the package to master educators who then will provide workshops for teachers in their school districts.

Preference is given to States that are building an instructor cadre. The State office of emergency management should contact the course manager for further information.

Hours: 35
CEU's: 3.1

Preparedness and Technology

Most of the Preparedness and Technology courses are conducted at the local and State level (see the Preparedness and Technology non-resident course section).

The current Preparedness and Technology menu of resident courses focuses on radiological hazards. Resident courses include those specific to the Radiological Emergency Preparedness (REP) program and those generic to any radiological hazard. The preparedness resident courses include emergency planning for radiological incidents, as well as skill and exercise-based courses for gathering and analyzing radiological data.

Preparedness training for schools can be found under the Mitigation Curriculum.



S301 Radiological Emergency Response Operations (RERO)

This operations course is a performance-exercise-based training course that provides a realistic environment for response and management of radiological incidents, including on-scene radiological monitoring, procedures for radiation exposure and contamination control, accident victim rescue and care techniques, and reporting procedures. This course is physically challenging.

Selection Criteria: As required by the Federal Radiological Preparedness Coordinating Committee, members must be from organized Federal, State, and local radiological/hazardous materials response teams. Personnel assigned to such teams include health physicists, industrial hygienists, sanitarians, radiological officers, and other emergency services personnel with similar responsibilities. It is designed for members of organized teams called upon to provide assistance to first-level responders. Enrollment is through the State emergency management office. Applications should be reviewed by both the State radiation control agency and the State emergency management office. Those applying agree to serve as members of a formally organized State response team. **This course is limited to U.S. citizens.**

Prerequisites: Successful completion of *Fundamentals Course for Radiological Response* (G320), *Fundamentals Course for Radiological Monitors (FCRM)* (G320.1) and *Fundamentals Course for Radiological Response Teams (FCRRT)* (G320.2) or equivalent education and experience, and independent study course IS-301, *Radiological Emergency Response*. Contact your State office of emergency management for further information.

ACE Recommendation:

Credit Hours: 3 hours
Level: UD
Curriculum: Radiological Sciences

NOTE: *This course is held at the FEMA Mt. Weather Emergency Assistance Center, Berryville, Virginia.*

Hours: 42
CEU's: 3.7

S302 Advanced Radiation Incident Operations (ARIO)

This course is an advanced-level course for those individuals who need to refresh or improve skills as a radiological responder or manager. This course focuses on response plans and procedures for complex incident(s). The performance-based training concentrates on organization and jurisdictional issues and planning considerations where all levels of government may be involved in responding to an incident such as a terrorism event. This course is physically challenging.

Selection Criteria: Those individuals who are assigned to or are responsible for responding to and possibly managing a radiation incident. These individuals may be members of Federal, State, local and private sector response teams.

Prerequisites: Successful completion of S301, *Radiological Emergency Response Operations (RERO)* course, attended either at the Nevada site or FEMA's Mt. Weather facility.

ACE Recommendation:

Credit Hours:
Level:
Curriculum:

NOTE: *This course is held at the FEMA Mt. Weather Emergency Assistance Center, Berryville, Virginia.*

Hours: 42
CEU's: 3.7

E304 Radiological Emergency Preparedness Exercise Evaluation

This course is for federal evaluators of nuclear power plant off-site exercises. Course topics include regulations and guidelines for evaluating exercises and the techniques for exercise evaluation.

Selection Criteria: Primarily Federal evaluators of nuclear power plant off-site REP exercises. State, local, and utility personnel who are involved in the development of off-site REP plans and exercises also may apply.

ACE Recommendation:

Credit Hours: 2 hours
Level: G or UD
Curricula: Radiological Sciences, Public Administration

Hours: 34
CEU's: 3.1

**E340 Radiological Emergency Preparedness Planning**

This course focuses on nuclear power plant off-site emergency preparedness. It addresses Federal regulatory policies, development and testing of plans, and public perceptions. This course provides a sound understanding of basic planning assumptions and policy issues.

Selection Criteria: Local, State, Federal government and utility personnel involved in off-site nuclear power plant emergency planning (under the provisions of NUREG 0654/FEMA REP-1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants*). This course is recommended for new Federal/State/local REP planners and Federal/State/local emergency response managers. Utility company off-site planners also may apply.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curricula: Radiological Sciences, Public Administration

Hours: 34
CEU's: 3.1

E341 Radiological Accident Assessment Concepts (RAAC)

This course addresses radiological consequences of accidents involving radiological materials. This includes accidents or incidents involving commercial power reactors, lost sources, dispersion devices, and transportation. The focus of the course is concepts involved in formulating protective action recommendations following a radiological accident, such as dose quantities, atmospheric dispersion, dose projection, protective action guides, and derived intervention levels. Participants engage in problem-solving sessions and a tabletop exercise. **There are two required evening sessions and a final examination in this course.**

Selection Criteria: Enrollment is limited to local, State, and Federal technical radiological accident assessment staff. Private sector (i.e. utility company) technical staff also may apply. This class is not intended for emergency management staff. This course requires familiarity with mathematical equations and exponential manipulations. Participants must bring a scientific calculator which they know how to use to perform the required calculations. Participants also should know how to use Microsoft Excel and the Nuclear Regulatory Commission computer code, RASCAL. Individuals who have completed both the *Radiological Accident Assessment—Plume Phase* (E350) and *Radiological Accident Assessment—Post-Plume Phase* (E349) courses should **not** apply for this course.

Prerequisites: Completion of the Precourse Workbook is required prior to attending the course.

Hours: 35
CEU's: 3.1

**E417 Community Emergency
Response Team (CERT)
Train-the-Trainer (TTT)**



EMI is encouraging communities to train CERT's so that they can perform essential lifesaving functions while waiting for professional responders following a disaster.

Course topics include disaster fire suppression, disaster medical operations, light search and rescue, and team organization and management. This TTT will prepare instructors to train other instructors in their communities to deliver CERT training. This TTT also is intended to familiarize emergency program managers with course content and prepare them to market, promote, and administer this self-help emergency management program in their jurisdictions.

Selection Criteria: State and local teams made up of an emergency program manager and fire service and medical personnel who, by working together, can implement the program in their jurisdiction. People who have attended a State or locally conducted TTT should not apply for this course.

Prerequisites:

Emergency Program Managers: Member of the emergency management community who will promote, organize, and administer the CERT program in conjunction with local CERT trainers.

CERT Trainers: Instructional skills and certification in first aid, firefighting, and rescue techniques.

See CERT Web site at <http://www.fema.gov/emi/cert/>

Hours: 18
CEU's: 1.7

**E449 Incident Command System (ICS) Curricula
Train-the-Trainer (TTT)**

This course will train participants to teach the ICS field courses that EMI offers. Those courses are: *Intermediate ICS* (G195), *Advanced ICS* (G196), *ICS: Law Enforcement* (G190), *ICS: Public Works* (G192), *ICS for Public Officials Conference* (G194), and the *ICS/EOC Interface Workshop* (G191). This combined TTT will concentrate on "how to teach" the courses rather than on course content. Emphasis will be placed on Intermediate and Advanced-Level Courses. Participants can expect evening sessions in this course.

Intended Audience: Trainers who will be teaching EMI's ICS curricula.

Selection Criteria: People who have a working knowledge of ICS through experience and/or training, who have trained adults, and who agree to deliver the field version(s) of EMI's ICS curricula.

Prerequisites: Completion of the *Basic Incident Command System (ICS)* Independent Study course and at least one of the following EMI ICS courses: *ICS: Law Enforcement* (G190), *ICS: Public Works* (G192), *ICS/EOC Interface* (G191), or *Intermediate ICS* (G195).

Hours: 34
CEU's: 3.1

**S425 Radiological Series
Train-the-Trainer
(TTT) for Radiological
Instructors (Mt. Weather)**



This course is designed to qualify instructors to teach the following: *Fundamentals Course for Radiological Response* (G320), *Fundamentals Course for Radiological Monitors (FCRM)* (G320.1) and *Fundamentals Course for Radiological Response Teams (FCRRT)* (G320.2) and *Hospital Emergency Department Management of Hazardous Materials Accidents (HMA)* (G346). The course includes background information on the radiological protection system, the management plan for the Radiological Training Series (the TD-100 publications), and all courses of the Radiological Training Series. Participants should be aware that micro-teaching is an objective of this course. The course does not concentrate on content, but rather on instructional methodology.

Selection Criteria: Instructors identified by the State as part of a cadre of radiological instructors who teach the *FCRM*, *FCRRT*, and *HMA*.

Prerequisites: Completion of the courses *FCRM* (G320.1) and *FCRRT* (G320.2). Completion of *Instructional Presentation Skills* (G261) or an adult education methods course or equivalent is recommended.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curricula: Radiological Science Education,
Education Technology

Hours: 34
CEU's: 3.1

Professional Development

In most communities, the strength of the emergency management system is related directly to the skills of the local emergency management professionals. Protection of lives and property begins on the local level where the emergency impact is felt immediately. Prompt, effective response and speedy recovery is the result of planning done over the years. The creation of a viable emergency management system, one that can tap needed resources from both public and private agencies, can be credited to those individuals who took leadership roles in their communities.

Course initiatives for instilling management and state-of-the-art skills for the training cadre and for developing additional expanded professional capabilities are now available. This cadre is at the core of training and a professional, competent emergency management workforce. The Master Trainer Program is designed to develop this cadre of training professionals capable of performing all training functions from analyzing training needs to the design, development, delivery, and evaluation of training activities with the goal of achieving excellence through training.



MASTER TRAINER PROGRAM

In the Master Trainer Program, each participant will be designing and developing training specific to the needs of his or her organization. After the *Performance and Needs Assessment* course, participants should conduct a needs assessment to identify a valid training need. Based on an identified need, a task analysis must be completed and used in the *Instructional Design* course to develop a Plan of Instruction that will be used in the *Course Development* course to develop training materials like instructor guides and student manuals. These materials will be used in the *Instructional Delivery* course to present a unit or a segment thereof. In *Evaluation of Training*, participants will design an evaluation instrument for some of the units in their course materials.

Individuals interested in applying for the Master Trainer Program must attend the *Management and Supervision of Training* course first. This course is a prerequisite for all the other courses in the Master Trainer Program. In order to apply for the Practicum, an individual must have completed *Management and Supervision of Training*, *Performance and Needs Assessment*, and *Instructional Design*, and be accepted into the Master Trainer Program.

The practicum is the culminating activity of the Master Trainer Program. A Master Trainer candidate will be required to submit a proposal. Upon approval, a staff advisor will be assigned to the candidate as a mentor and provide necessary support. The practicum requirement should be completed within 1 year of successful completion of all other Master Trainer requirements. Those who complete the entire program will be designated a Master Trainer by EMI. The Master Trainer will be presented an EMI certificate with this special designation.

Completion of the National Fire Academy's *Fire Service Course Design* course may be substituted for EMI's *Instructional Design* course. No other course substitutions will be permitted.

To Apply

Applications for admission to the Master Trainer Program will be reviewed on an individual basis as they are received and require the following items:

- A letter from the applicant requesting admission to the program. The letter should specify applicant's qualifications, commitment to complete the entire program, and expectation of the program.
- A General Admission Application Form (FEMA Form 75-5). Item #9a should state "*EMI Master Trainer Program*." Indicate in item #10 completion of the *Management and Supervision of Training* course.
- The questionnaire, which is provided to all persons who complete the *Management and Supervision of Training* course, completed with information about a training need the applicant has identified in his/her area of responsibility.
- A letter of recommendation from the applicant's immediate supervisor indicating the organization's commitment to allow the applicant to complete the entire program.
- A college transcript or a copy of the diploma to support the completion of at least an associate's degree.

During the *Alternate Delivery Methods* course, participants will learn about designing and developing training for delivery using televised instruction, computer-based mediums, the Internet, and print-based independent study. This course is optional for people accepted into the Master Trainer Program before January 15, 2001. The course is required for those accepted into the program after January 15, 2001.

All materials should be packaged and sent directly to:

Master Trainer Program
Emergency Management Institute
16825 South Seton Avenue
Emmitsburg, MD 21727

The Emergency Management Institute will send a copy of the application to the appropriate State Training Officer for Emergency Management to obtain his/her approval. Without this approval, the applicant cannot be accepted into the program.

Individuals who are not accepted for the Master Trainer Program may apply for the individual courses within the program. Enrollment will be on a space-available basis, first come, first served.

The Master Trainer Program curriculum comprises courses E601 through E608 although E608 is not required.



E601 Management and Supervision of Training

This course is designed to enable participants to develop, plan, manage, and evaluate a training program effectively. Key topics include using an EMI-developed training management analysis tool to develop a training program, designing and developing courses, and selecting training sites, arranging logistics, promoting teamwork during training, minimizing liability, evaluating a training program, and developing an awareness of the alternatives available to standard classroom delivery.

This course is the initial activity in the Master Trainer Program (see page 50). As such, it provides a surface look at the functions of needs assessment, course design, course development, course delivery, and course evaluation. It is appropriate for those training managers whose training responsibility is a collateral responsibility or who are new to the position.

Selection Criteria: This course is designed for those who have overall responsibility for developing, planning, managing, and evaluating training programs. FEMA regional training managers, State emergency management training officers, and other State-level organizational training managers are appropriate candidates for this course. Managers of local training organizations will be accepted provided they demonstrate that the system they manage is of a complexity commensurate with that of the State emergency management organization which includes all of the functions identified above.

Prerequisites: Applicants must have the responsibility for developing, planning, managing, and evaluating a training program.

Hours: 36
CEU's: 3.1

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Human Resource Management or Adult Education



E602 Performance and Needs Assessment

This course will provide the participant with the knowledge, skills, and tools to conduct performance and needs assessments and the opportunity to practice these acquired abilities. An assessment plan will be based on a problem which individuals will analyze to determine whether an assessment needs to be done and what is the appropriate intervention.

Selection Criteria: The primary focus will be State training officers. FEMA staff, State exercise training officers, and other key emergency management trainers also may participate if they so desire.

Prerequisites: Participants must complete E601 first. Participants also should do research on a real problem from a department, agency, or organization.

Hours: 35
CEU's: 3.1

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Public Administration, or Emergency Management

E603 Instructional Design

This course will provide the participant with the knowledge, skills, and tools to conduct instructional design in order to develop effective training. Participants will be able to work on a training need of their own choosing for most of the work assignments based on the needs assessment completed after the E602 course.

During the course, students will use their task list to organize their training and work on a Plan of Instruction. Students will orally present their Plan of Instruction and supporting analysis to other class members to sell their ideas and their plan.

Selection Criteria: The primary focus will be State training officers. FEMA staff, State exercise training officers, and other key emergency management trainers also may participate.

Prerequisites: Participants must complete E601 and E602 first. Participants also should possess an associate's degree from a regionally accredited college or university.

Hours: 36
CEU's: 3.1

Pre-Course Work: Since participants will be designing training for their organization, based on a needs assessment, they will be required to submit a list of tasks that students attending their training should be able to perform at the end of the training. Reading assignments also are part of pre-course work.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Public Administration, or Emergency Management

E604 Course Development

This course will provide participants with the knowledge, skills, and tools necessary to develop course materials for a content-specific course of instruction, which can be delivered effectively by other instructors.

Students will complete parts of a Student Manual and Instructor Guide, plus some visuals, a job aid, an activity guide, and pre-course letter.

Selection Criteria: The primary focus will be State training officers. FEMA staff, State exercise training officers, and other key emergency management trainers may also participate.

Prerequisites: Participants must complete E601, E602, and E603 first. Participants should also possess an associate's degree from a regionally accredited college or university.

Pre-Course Work: Participants will be required to complete and submit the plan of instruction they started during the *Instructional Design* course, do some preparatory reading, and complete a short self-study module on designing self-study materials.

Hours: 36
CEU's: 3.1

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Public Administration, or Emergency Management

E605 Instructional Delivery

This 36-hour course will provide the participant with the knowledge, skills, and tools to become a more effective instructor. The course includes pre-course and in-class reading assignments, workgroup exercises, a quiz, and individual presentations. Since the emphasis of this course is on **delivery**, participants will be required to deliver three presentations using a variety of training techniques, with an opportunity to make an optional fourth presentation.

Selection Criteria: The primary focus will be State training officers, FEMA staff, and State exercise training officers. Other key emergency management trainers and professionals also may participate.

Prerequisites: Participants must complete E601, E602, E603, and E604 first. Participants also should possess an associate's degree from a regionally accredited college or university.

Pre-Course Work: Participants will be responsible for completing some pre-course and out-of-class reading assignments. Participants **must be prepared to deliver a presentation using the content of the unit or lesson of instruction that was developed in the Course Development course** or that they are developing for their Master Trainer Practicum.

Hours: 36
CEU's: 3.1

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Adult Learning (Training), Public Administration, Emergency Management or Human Resource Development

K606 Evaluation of Training

This course will provide the participant with the knowledge, skills, and tools to evaluate training effectively. Using instructional materials designed and developed in previous Master Trainer courses, participants will develop at least one evaluation instrument for the training they are developing.

Selection Criteria: The primary focus will be State training officers. FEMA staff, State exercise training officers, and other key emergency management trainers also may participate.

Prerequisites: Participants must complete E601, E602, E603, and E604 first. Participants should also possess an associate's degree from a regionally accredited college or university.

Hours: 31
CEU's: 3.1

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Adult Education and Training, or Human Resources Management

NOTE: *This is only available as self-paced training using the World Wide Web (WWW). When students complete E604-Course Development, they are put on a waiting list for K606. A blind drawing is conducted for students who complete E604 at the same time to determine the order on the waiting list.*

Only 10 students can be enrolled in K606 at one time and students have up to 14 weeks to complete, though most will complete in 4-8 weeks. Students will submit four written assignments for instructor evaluation and will be able to communicate electronically with the instructor and other students.

When a student completes K606, the next student on the waiting list will be notified to begin. A standard certificate will be issued upon successful completion of the course.

E607 Master Trainer Practicum

The Master Trainer Practicum is the culminating activity of the Master Trainer Program. It involves an individual project in which the student is responsible for conducting a training needs analysis aimed at enhancing some area of emergency management. Under the supervision of a mentor, the student will then design, develop, deliver, and evaluate a training activity to meet those needs.

Selection Criteria: The Master Trainer Practicum is available only to those individuals who have been accepted, and enrolled, in the Master Trainer Program.

Prerequisites: Participants must complete E601, E602, and E603 before submitting a practicum proposal for approval. Upon approval of the proposal, the student will be notified and assigned a mentor. Together the mentor and student will prepare a review plan for completion of the practicum.

E608 Alternate Delivery Methods

The *Alternate Delivery Methods* course is designed to train professionals in how to evaluate several non-classroom training alternatives and choose the most effective method(s) for delivering training.

At the conclusion of *Alternate Delivery Methods* the participants will be able to:

1. Choose the most efficient and effective delivery method or combination of methods based upon content, audience, and course objectives.
2. Identify the various personnel, equipment, and system resources necessary to provide training using a variety of methodologies.
3. Develop a business case and marketing plan for supporting the use of alternate delivery methods.

Selection Criteria: Participants in this course should be emergency management training managers who are actively involved in the course design, development, delivery, and evaluation process. Strong preference will be given to those applicants who have completed E601.

Prerequisites: Knowledge, skills, and abilities in the areas of conducting needs assessments, course design, development, delivery, and evaluation. The applicant should be familiar with the basic Microsoft Office 97 software packages, especially PowerPoint. Skill in using the Microsoft Internet Explorer or the Netscape Internet browser package also will be helpful. The applicant will be required to complete some pre-course work.

Hours: 42

CEU's: 3.7

ACE Recommendation:

<i>Credit Hours:</i>	2 hours
<i>Level:</i>	UD
<i>Curriculum:</i>	Educational Methodology Instructional Technology

E388 Advanced Public Information Officers

This advanced course builds on the foundations established in *Basic Public Information Officers* (G290) by focusing on PIO responsibilities in large-scale emergency situations. This is accomplished through a series of lectures and simulation exercises. Topics include legal issues, risk communication, interpersonal skills, effective communication in emergencies, media relations, and use of the joint information system.

Selection Criteria: Full- and part-time public information personnel who have completed the *Basic Public Information Officers* (G290). This requirement can be waived for those individuals who have extensive experience in public information activities. Waiver requests must be submitted in writing to the EMI Superintendent and approved in writing before an application will be accepted.

Prerequisites: *Basic Public Information Officers* (G290) (or pre-approved EMI waiver).

Hours: 36

CEU's: 3.1

ACE Recommendation:

Credit Hours: 2 hours

Level: LD

Curriculum: Communication, Emergency Management, Technical Writing, Public Relations, Speech, English

Response and Recovery

EMI's Response and Recovery Curriculum provides training and education for Federal, State, and local personnel involved in response and recovery activities.

The curriculum emphasizes the functions involved in response and recovery that can be applied to all hazards.

Disasters of all sizes illustrate the need to train and educate people about the importance of successful response and recovery activities. The Response and Recovery Curriculum provides such training and education for workers at the Federal, State, and local levels of government and allied organizations.



E202 Debris Management

This resident course is designed to focus on such topics as debris staff development, pre-disaster planning activities, local response and recovery actions, contracting procedures, temporary storage site selection/operation, volume reduction methods, environmental impacts, special debris situations, and direct Federal assistance.

Selection Criteria: State and local emergency management personnel including solid waste management and public works staff. Classes are filled on a first-come-first-served basis.

Hours: 26
CEU's: 2.6

**E208 State Coordinating Officer**

This course provides disaster operations management and leadership skills training for State disaster management staff including the State coordinating officer (SCO). The course concentrates on the partnership aspects of the State staff to the Federal staff who will be operating in a disaster field office (DFO). Federal disaster assistance programs also are covered.

Selection Criteria: State personnel selected by the State director to serve as SCO's or deputy SCO's, and other key staff. The course is designed for State personnel who have little or no experience in State disaster management.

Prerequisite: IS-208, *State Disaster Management*, complete thru Independent Study Program.

Hours: 30
CEU's: 2.4

**E210 Recovery from Disaster**

The resident version of this course is designed for local disaster recovery teams. These teams consisting of emergency managers, elected city/county administrators, public works directors, building inspectors, and community planners are taught how to develop a disaster recovery plan. Participants are given the opportunity to develop their own recovery plan outline during the course.

Hours: 32
CEU's: 3.2

E282 State Community Relations

This course provides knowledge and skills to individuals who are responsible for establishing, maintaining, and managing a State and local community relations capability in partnership with FEMA.

Selection Criteria: State personnel who are responsible for the development and management of a State and local community relations capability. These individuals may be managers from emergency management or an agency such as human resources or social services.

States are encouraged to bring a copy of existing documents such as a community relations annex to emergency operations plan, operating procedures, etc.

Hours: 34
CEU's: 3.1

**E288 State Donations Management**

This course is intended to provide State personnel, assigned as State donations coordinators, the capability to develop and coordinate a State program to manage unsolicited donated goods and unaffiliated volunteer services effectively during a large-scale disaster.

****States are encouraged to bring a copy of their existing donations annex, operating procedures, etc.**

Selection Criteria: Priority will be given to States who send a team of two participants: the State donations coordinator and a leading member of a voluntary agency (such as the Voluntary Organizations Active in Disaster [VOAD] chair). Each FEMA region also is invited to send a Human Services staff member.

Hours: 34
CEU's: 3.1

E376 State Public Assistance Operations

Formerly *New State Public Assistance Program Managers Workshop*, this course is designed to address State public assistance roles and responsibilities in FEMA's Public Assistance Program.

Selection Criteria: State public assistance officers and staff including local emergency management officials with responsibilities in submitting requests for public assistance and managing public assistance grants.

Hours: 34

CEU's: 3.1

Simulation and Exercise

This curriculum addresses emergency response activities for the total community—from the chief elected official to professional staff, both paid and volunteer, within the emergency response organizations. One set of courses in the curriculum is the Integrated Emergency Management Courses (IEMC). The IEMC stresses the integration of functions, resources, organizations, and individuals in all phases of emergency management. This course is offered in numerous versions to meet current needs and may be offered either for officials from several communities (generic course) or for a specific community. Current IEMC's include: *IEMC/All Hazards: Preparedness and Response*; the *IEMC/All Hazards: Recovery and Mitigation*; *IEMC/Hurricane: Preparedness and Response*; *IEMC/Hurricane: Recovery and Mitigation*; *IEMC/Earthquake: Preparedness and Response*; *IEMC/Earthquake: Recovery and Mitigation*; *IEMC/Consequences of Terrorism*; *IEMC/Hazardous Materials: Preparedness and Response*; and *IEMC/State*.

IEMC's immerse participants in the practical application of functions associated with disaster response management. Each course includes orientation presentations to specific response functions as well as a simulated emergency situation that participants must cope with in a high-stress disaster environment.

The IEMC's described in this section can be conducted for a specific community; however, the number of courses conducted annually in this fashion is limited. A request for a community-specific IEMC should be made at least 18 months before the date desired (see procedures in this section). Since a community-specific IEMC represents a substantial commitment of the Emergency Management Institute (EMI) resources to a single jurisdiction, a serious commitment also is required on the part of the participating community. Requests for IEMC community-specific offerings must be made by the chief elected or appointed community official, endorsed by the respective State emergency management agency, and approved by the appropriate Federal Emergency Management Agency (FEMA) regional office.

While every effort is made to accommodate individual applications for the IEMC courses, State offices of emergency management are the focal point for recruiting the participant positions for the generic courses, under the guidance of the FEMA regional offices. Each offering requires one chief elected official, one police chief, one fire chief, etc., to fill real-life positions used in the IEMC.

INTEGRATED EMERGENCY MANAGEMENT COURSE (IEMC) COMMUNITY-SPECIFIC APPLICATION PROCEDURES

Each year various communities throughout the United States express an interest in FEMA/EMI conducting an IEMC for their community emergency management officials and responders. Community-specific IEMC's require a major commitment from both the community and EMI, as well as from the FEMA regional office and State office of emergency management involved.

Because the demand for community-specific IEMC's exceeds the resources to deliver, application criteria and a formal selection process have been established. Both the selection process and information that will be reviewed to determine acceptance of a request are outlined below.

Steps in the Application/Selection Process

- The chief elected official of the jurisdiction submits a letter of request, addressing the specified criteria, to his/her respective State office of emergency management.
- If the State office of emergency management supports the request, it should attach a letter of endorsement outlining how acceptance of this request will meet State emergency management objectives. NOTE: At this stage in the request, the State office may elect not to forward the request but, instead, work with the community (especially if the community is under 100,000 in population) to conduct the G110 *Emergency Management Operations Course (EMOC)* for the community.
- If approved by the State office, the request should be forwarded to the appropriate FEMA regional office for review. The FEMA regional office, if it supports the application, should include an endorsement for each community it recommends. If more than one jurisdiction is submitted, the region should prioritize its recommendations.
- Applications should be received at EMI from the regions no later than April 15 each year. Between April 15 and May 15, EMI staff and FEMA program office representatives (as deemed appropriate based on information provided in the requests) will review the applications and rank them based on regional priority and information provided in the requests. Recommendations will be forwarded to the Superintendent of EMI for final selection no later than May 30.
- By June 30, communities that have been accepted will be notified, as will communities that were not accepted. Appropriate FEMA regional offices and State emergency management offices also will be notified.
- Communities that were not accepted and that want to be reconsidered for the following year must re-apply. Applications will not automatically be considered for the following fiscal year.

Communities must include the following with their letter of application:

- Population of jurisdiction.
- A brief description of the government structure (include organization chart if possible); clarify whether the request is for a single county or city or a combination of both.
- A narrative that includes the status of emergency management in the community, including past disaster history.
- Emergency management training and exercise history.
- Specific hazards facing the jurisdiction and/or specific hazards requested to be addressed in the IEMC.
- Any major national events planned for the jurisdiction, such as major sporting events, conventions, etc.
- The community emergency management objective(s) that will be accomplished through the IEMC.

NOTE: *Community applications also should indicate whether the community is participating in Project Impact and, if so, the nature of the activity.*

E900 IEMC/All Hazards: Preparedness
S900 and Response

This IEMC is a premier course that addresses preparedness and response in emergency situations resulting from severe weather-related hazards. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities throughout the country. The “specific” audience IEMC is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning environment that is nonetheless realistic. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for *IEMC/All Hazards: Preparedness and Response* focuses on severe weather and related flooding.

Selection Criteria: Elected and appointed city and county officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, housing coordinator, and director of transportation. Also included as eligible participants are State/area coordinators, State mitigation officers, National Guard representatives, and Federal/military personnel. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The Red Cross and Salvation Army (VOADs) and school and university systems also should be represented, along with business and industry—builders associations, business owners and managers associations, hotel and restaurant organizations, and engineers.*

* Except for IEMC’s reserved for specific communities, participants are recruited via position allocations assigned to FEMA regions and State emergency management offices.

Hours: 36
CEU's: 2.5

NOTE: *Participants are encouraged to enroll in both IEMC/All Hazards: Preparedness and Response and the IEMC/All Hazards: Recovery and Mitigation in consecutive, back to back, offerings.*

Please see page 20 about the new IEMC Open Enrollment Period.

E901 IEMC/All Hazards: Recovery and
S901 Mitigation

This exercise-based course emphasizing recovery and mitigation is new in the IEMC curriculum. It is similar to the *IEMC/All Hazards: Preparedness and Response* course in its format but emphasizes recovery and mitigation activities. This course is conducted for two types of audiences. The participants in the “generic” audience offering represent various communities throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The *IEMC/All Hazards: Recovery and Mitigation* places public officials and other key community leaders in a simulation that begins **after** a disaster has affected a community. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning environment that is nonetheless realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, in both the short term and the long term. The exercise scenario focuses on recovery from severe weather and related flooding. Mitigation activities to prevent or reduce the future impact of a similar disaster also are identified during the mitigation exercise.

Selection Criteria: Elected and appointed city and county officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, housing coordinator, and director of transportation. Also included as eligible participants are State/area coordinators, State mitigation officers, National Guard representatives, and Federal/military personnel. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. Representatives of the Red Cross and the Salvation Army (VOADs) and school and university systems also should attend, as well as should representatives from business and industry, including chamber of commerce, builders associations, business owners and managers associations, hotel and restaurant organizations, and engineers.*

Recommendation: Persons enrolling in the *IEMC/All Hazards: Recovery and Mitigation* **should** have completed E900, or its predecessor course, E100, *IEMC/All Hazards*.

- * Except for IEMC's reserved for specific communities, participants are recruited via position allocations assigned to FEMA regions and State emergency management offices.

Hours: 36

CEU's: 2.5

NOTE: *Participants are encouraged to enroll in both IEMC/All Hazards: Preparedness and Response and IEMC/All Hazards: Recovery and Mitigation in consecutive, back to back, offerings.*

Please see page 20 about the new IEMC Open Enrollment Period.

**E905 IEMC/Hurricane: Preparedness and
S905 Response**

This IEMC addresses preparedness and response in emergency situations resulting from a hurricane. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities throughout the country. The “specific” audience IEMC is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in an educational, yet realistic, environment. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for *IEMC/Hurricane: Preparedness and Response* focuses on evacuation issues prior to the simulated hurricane making landfall and response activities after landfall.

Selection Criteria: Elected and appointed city and county officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, housing coordinator, and director of transportation. Also included as eligible participants are State/area coordinators, State mitigation officers, National Guard representatives, and Federal/military personnel. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. Staff members of the Red Cross and the Salvation Army (VOADs) and of school and university systems also should attend, as well as representatives from business and industry, including chambers of commerce, builders associations, business owners and managers associations, hotel and restaurant organizations, and engineers.*

* Except for IEMC’s reserved for specific communities, participants are recruited via position allocations assigned to FEMA regions and State emergency management offices.

Hours: 36
CEU's: 2.5

NOTE: *Participants are encouraged to enroll in both IEMC/Hurricane: Preparedness and Response and IEMC/Hurricane: Recovery and Mitigation in consecutive, back to back offerings.*

Please see page 20 about the new IEMC Open Enrollment Period.

**E906 IEMC/Hurricane: Recovery and
S906 Mitigation**

This IEMC with emphasis on recovery and mitigation issues is another addition to the IEMC curriculum. This exercise-based course is similar to *IEMC/Hurricane: Preparedness and Response* in its format, but emphasis is placed on recovery and mitigation activities following a hurricane. This course is conducted for two types of audiences. The participants in the “generic” audience represent various communities from throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The *IEMC/Hurricane: Recovery and Mitigation* places public officials and other key community leaders in a simulation that begins **after** a disaster has affected a community. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning environment that is realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, both in the short term and long term. The exercise scenario focuses on a community recovery from a hurricane disaster. Mitigation activities to prevent or reduce the future impact of a hurricane also are identified through course exercises.

Selection Criteria: Elected and appointed city and county officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, housing coordinator, and director of transportation. Also included as eligible participants are State/area coordinators, State mitigation officers, National Guard representatives, and Federal/military personnel. Additionally, upper- and mid-management personnel to include supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services are a part of the target audience. Red Cross and Salvation Army (VOADs) staff and school and university systems also should attend, as well as representatives from business and industry, including chambers of commerce, builders associations, business owners and managers associations, hotel and restaurant organizations, and engineers.*

Recommendation: Persons enrolling in this course **should** have completed *IEMC/Hurricane: Preparedness and Response*, or its predecessor course, E104, *IEMC/Hurricane*.

- * Except for IEMC’s reserved for specific communities, participants are recruited via positions allocations assigned to FEMA regions and State emergency management offices.

Hours: 36
CEU’s: 2.5

NOTE: *Participants are encouraged to enroll in both IEMC/Hurricane: Preparedness and Response and IEMC/Hurricane: Recovery and Mitigation, in consecutive, back to back offerings.*

Please see page 20 about the new IEMC Open Enrollment Period.

**E910 IEMC/Earthquake: Preparedness and
S910 Response**

This *IEMC/Earthquake* course addresses preparedness and response in emergency situations resulting from an earthquake. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities from throughout the country. The “specific” audience IEMC is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decisionmaking in a learning environment that is realistic. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for the *IEMC/Earthquake: Preparedness and Response* focuses on response to an earthquake. Also, additional planning needs to prepare for an earthquake response are identified.

Selection Criteria: Elected and appointed city and county officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, housing coordinator, and director of transportation. Also included as eligible participants are State/area coordinators, State mitigation officers, National Guard representatives, and Federal/military personnel. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. Representatives of the Red Cross and the Salvation Army (VOADs) and of school and university systems also should attend, as well as representatives from business and industry, including chambers of commerce, builders associations, business owners and managers associations, hotel and restaurant organizations, and engineers.*

- * Except for IEMC's reserved for specific communities, participants are recruited via position allocations assigned to FEMA regions and State emergency management offices.

Hours: 36
CEU's: 2.5

NOTE: *Participants are encouraged to enroll in both IEMC/Earthquake: Preparedness and Response and IEMC/Earthquake: Recovery and Mitigation in consecutive, back to back offerings.*

Please see page 20 about the new IEMC Open Enrollment Period.

**E911 IEMC/Earthquake: Recovery and
S911 Mitigation**

This is another new IEMC, which emphasizes recovery and mitigation issues. This exercise-based course is similar to the *IEMC/Earthquake: Preparedness and Response* in its format but emphasizes recovery and mitigation activities following a major earthquake. This course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities from throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The *IEMC/Earthquake: Recovery and Mitigation* course places public officials and other key community leaders in a simulation that begins **after** a disaster has affected a community. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in an educational, yet realistic, environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, both in the short-term and long-term. The exercise scenario focuses on a community recovery from an earthquake disaster. Mitigation activities to prevent or reduce the future impact of an earthquake also are identified through course exercises.

Selection Criteria: Elected and appointed city and county officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources managers, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, housing coordinator, and director of transportation. Also included as eligible participants are State/area coordinators, State mitigation officers, National Guard representatives, and Federal/military personnel. Additionally, upper- and mid-management personnel to include supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services are a part of the target audience. Members of the Red Cross and the Salvation Army (VOADs) and school and university systems also should attend, as well as representatives from business and industry, including chambers of commerce, builders associations, business owners and managers associations, hotel and restaurant organizations, and engineers.*

Recommendation: Persons enrolling in this course **should** have completed *IEMC/Earthquake: Preparedness and Response* or its predecessor course, E160, *IEMC/Earthquake*.

- * Except for IEMC’s reserved for specific communities, participants are recruited via position allocations assigned to FEMA regions and State emergency management offices.

Hours: 36
CEU’s: 2.5

NOTE: *Participants are encouraged to enroll in both IEMC/Earthquake: Preparedness and Response and IEMC/Earthquake: Recovery and Mitigation in consecutive, back to back offerings.*

Please see page 20 about the new IEMC Open Enrollment Period.

S915 IEMC/Consequences of Terrorism

This IEMC focuses on preparing for and responding to the consequences of a terrorist act. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities from throughout the country. The “specific” audience IEMC is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a realistic learning environment. In the *IEMC/Consequences of Terrorism*, special attention is placed on the response among agencies when the disaster area also is a crime scene.

Selection Criteria: Elected and appointed city and county officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, housing coordinator, and director of transportation. Also included as eligible participants are State/area coordinators, National Guard representatives, and Federal/military personnel. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The Red Cross and the Salvation Army (VOADs) and school and university systems also should attend.*

- * Except for IEMC’s reserved for specific communities, participants are recruited via position allocations assigned to FEMA regions and State emergency management offices.

Hours: 36
CEU's: 2.5

**E920 IEMC/Hazardous Materials:
S920 Preparedness and Response**

This IEMC focuses on preparing for and responding to a major hazardous materials incident. This exercise-based course is conducted for a “generic” audience. The participants in the “generic” audience IEMC represent various communities from throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning environment that is nonetheless realistic.

Selection Criteria: Elected and appointed city and county officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, and director of transportation. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The Red Cross and Salvation Army (VOADs) and school and university systems also should attend.*

- * Participants for this IEMC are recruited via position allocations assigned to FEMA regions and State emergency management offices.

Hours: 36
CEU's: 2.5

Please see page 20 about the new IEMC Open Enrollment Period.

**E925 IEMC/State: Response and Recovery
S925**

An exercise-based course combining classroom presentation, planning session, response exercise, and recovery exercise designed to simulate a major emergency involving many State resources.

Selection Criteria: Includes staff of State emergency management, police/patrol, department of agriculture, department of natural resources, department of health, department of transportation, social services, private/public utilities, media, and volunteer organizations.

NOTE: *Requests for this specialized IEMC should be originated by the State director of emergency management, endorsed by the governor, and forwarded through the appropriate FEMA regional office to the Superintendent, Emergency Management Institute.*

**Hours: 36
CEU's: 2.5**

**INTEGRATED EMERGENCY
MANAGEMENT COURSES
FOR SPECIFIC COMMUNITIES**

While other courses in the IEMC series are available for specific communities, the following IEMC's have been very successful for community offerings. These IEMC's place emphasis on community response and short-term recovery issues. They are tailored to fit the community and are based on a selected hazard type. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning, yet realistic, environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster response and assist with making the transition from response activities to short-term recovery. These actions allow the community to "position" itself better for long-term recovery.

**E930 IEMC/Community Specific/All
S930 Hazards: Response and Recovery****E931 IEMC/Community Specific/Hurricane:
S931 Response and Recovery****E932 IEMC/Community Specific/Earthquake:
S932 Response and Recovery**

Selection Criteria: Elected and appointed city and county officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, and director of transportation. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The Red Cross and the Salvation Army (VOADs) and school and university systems also should attend.*

* A community desiring to participate in these courses should submit an application following the procedures outlined in this catalog on page 62.

**Hours: 36
CEU's: 2.5**

E136 Exercise Development

This course is designed for experienced emergency exercise staff to acquire in-depth knowledge and skills related to the exercise development process, including management, control, simulation, and evaluation. An emphasis is placed on the construction of exercise planning documents; staffing and training of team leaders in control, simulation, and evaluation; the development of expected player actions and points of review; and exercise administration and logistics.

Selection Criteria: State, FEMA regional, other Federal agency staff, and local emergency management/emergency services staff who have the responsibility to lead or serve as a team member on their respective organization's/jurisdiction's exercise development teams.

Prerequisites: The participant should have substantial knowledge of emergency management operations and exercises within his/her organization and the assigned responsibility to lead and serve as a member of his/her respective organization's/jurisdiction's exercise planning and/or development team. EMI **recommends** that participants complete IS-120, *An Orientation to Community Disaster Exercises*; G120, *Exercise Design*; and G130, *Exercise Evaluation*.

Hours: 36

CEU's: 2.5